**Rensselaerville Library Board Meeting Minutes: October 20, 2020**

Present: Joe Frisino, Linda Styer, Annemarie Martinez, Tracy Bensen, Tim Lippert, Paul Ventura, Robert Pondiscio, Jeanne Strausman, Hans Soderquist, Jerry Finin, Heidi Carle

Excused: None

Absent: Diane Frangos

Other: Sue Cunningham, RVLL Volunteer Coordinator; Greg Bischoff, Town of Rensselaerville Judge

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Due to the Covid-19 pandemic this meeting was held online. The meeting was called to order at 7:00 pm.

The meeting began with Linda nominating Robert Pondiscio to the Rensselaerville Library Board of Trustees. Annemarie made a motion to accept Robert's nomination to replace Ella Prince who resigned. Jeanne seconded the motion. Motion carried.

Greg Bischoff, Rensselaerville town judge administered the annual oath of office.

**Secretary's Report**

Linda asked the Trustees to review the minutes of the Annual meeting. Acceptance of those minutes will occur at the next Annual meeting. Tim made a motion to accept the September Board minutes. Tracy seconded. Motion carried.

**Treasurer's Report**

Annemarie went over the current monthly financials explaining projected income vs. the current deficit. The Greenville tax levy check will come in November. If the appeal raises the expected amount as previous years, a small year-end deficit of a little over $4000 is expected.

Tim made a motion to accept the Treasurer’s report. Jeanne seconded. Motion carried.

**Finance Committee**

Annemarie went over assumptions for the 2021 budget. Re income, we expect the Greenville School Tax and Town of Rensselaerville funds to remain the same as 2020. We also expect a normal round of fundraisers in 2021 and will leave the projected revenue the same for now. Re expenses, it is expected that the Library will function on a reduced schedule for at least the first half of 2021 thereby reducing wages for that period. Minimum wage is going up 6%. We want to ensure that minimum wage pages are not making as much or more than non-minimum wage staff. Annemarie will look at the cost of various pay raises for staff for the next meeting.

Tim made a motion to accept the Finance Committee report. Jeanne seconded. Motion carried.

**Fundraising Committee**

Greenery Sale: Trees and wreaths are ordered. Trustee signup sheets will be sent next week. Linda will organize the cookies. Auction: Auction items needed by November 15th.

Tracy made a motion to accept the Fundraising Committee report. Annemarie seconded. Motion carried.

**Building Committee**

Potential buyers of the attached rowhouse at 1463 Main Street requested access to their property through the Library's back yard. A written agreement will be drawn up re possible damage to the lawn and other concerns. It is recommended that we consult a lawyer.

Tim made a motion to accept the Building Committee report. Jeanne seconded. Motion carried.

**Development Committee**

The annual appeal letter is drafted. Trustees should read the letter and send comments to Linda this week. Appeal logistics were discussed.

Joe made a motion to accept the Development Committee report. Hans seconded. Motion carried.

**Director's Report**

September numbers are down slightly but relatively high for this time of year. E-Content use is up. We remain a net lending library. Staffing issues were discussed due to a looming departure of our library clerk. Library hours will remain the same for the foreseeable future.

Bank of Greene County is preparing the paperwork required to change/update signatures on our accounts. These changes are required annually by the bank to reflect new officers are elected at the Annual meeting. Final approval was received for the FY2020 Construction grant for the HVAC project. Final reports are being drafted for the FY2020 grant and FY2019 grant (electrical work and the laptop bar).

Jeanne made a motion to accept the Director's report. Tracy seconded. Motion carried.

**Old Business**

Trustees reminded to please take the NYS mandated anti-sexual harassment training. Training must be completed by the end of 2020.

Conflict of Interest forms also need to be completed. Please complete asap.

The strategic planning schedule was discussed. A meeting of the Board will take place on November 3 at 6:30pm to conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to inform our long-term strategic plan thinking.

**New Business**

A NYS-mandated Sick Leave policy was drafted by Heidi. The status of all library policies was discussed. Jerry made a motion to approve the draft Sick Leave Policy. Jeanne seconded. Motion carried.

A plan for snow removal is needed. It is difficult to find someone to do this work who is willing to do so on the books. Tim will speak to a person who is removing snow for other local organizations.

Halloween treats, both yummy and educational, will be distributed on the porch this year, as opposed to the usual practice of inviting trick-or-treaters into the Library. Paul will put up festive lights.

**Adjourn**

Tim made a motion to adjourn the meeting. Hans seconded. Motion passed. Meeting was adjourned at 9:21pm.

The next meeting of the Board of Trustees is scheduled for Tuesday, November 17, 2020.