**Rensselaerville Library Board Meeting Minutes: November 17, 2020**

Present: Joe Frisino (Secretary), Linda Styer (President), Annemarie Martinez (Treasurer), Tracy Bensen, Paul Ventura, Robert Pondiscio, Jeanne Strausman, Hans Soderquist (Asst Treasurer), Jerry Finin, Heidi Carle (Library Director)

Excused: Tim Lippert (Vice-President)

Absent: Diane Frangos

Other: None

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Due to the Covid-19 pandemic this meeting was held online. The meeting was called to order at 7:02 pm. Linda thanked the Board for their time and effort. No public participation.

**Secretary's Report**

Robert P made a motion to accept the October Board minutes. Jerry F. seconded. Motion carried.

**Treasurer's Report**

Annemarie M. went over the current monthly financials. We have done a little better than expected this past month and may end the year with a surplus of a little over $6000.

Jeanne S. made a motion to accept the Treasurer’s report. Tracy B. seconded. Motion carried.

**Finance Committee**

Annemarie M. went over the proposed 2021 budget. We want the budget to be balanced and not have to dip into our reserves. It also assumes reduced hours the first half of the year, and a return to its full hours of operation and programming in the second half. It also does not include any monies from the Middleburgh School District. The budget includes a slight increase in expected income in 2021. It also projects normal fundraising numbers. Questions came up about personnel cost increases. More information about comparables from FY2019 and FY2020 will be forthcoming.

Jeanne S. made a motion to accept the Finance Committee report. Joe F. seconded. Motion carried.

**Fundraising Committee**

Paul updated us on the Auction. Forty items have been donated so far. The Greenery Sale is on track. Heidi recommended we have a plan B in case there is a COVID surge.

Hans S. made a motion to accept the Fundraising Committee report. Jeanne S. seconded. Motion carried.

**Building Committee**

Paul V. provided an update. Winterization has been done though a front storm window blew in and needs to be replaced. Snow removal has been arranged.

Tracy B. made a motion to accept the Building Committee report. Jerry F. seconded. Motion carried.

**Development Committee**

The annual appeal letter went out last week. Linda will propose modifications to the letter development and printing process for next year.

The survey attached to the letter has already elicited more than 40 responses.

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

**Strategic Planning Committee**

Joe F. provided an overview of the strategic planning process. Linda S. made a motion to extend the current strategic plan effective until March 31, 2021. This will give us more time to develop a strong strategic plan. Hans S. seconded. Motion carried. Joe will send planning documents to Board members in anticipation of the next round of planning meetings.

Jeanne S. made a motion to accept the Strategic Planning Committee report. Tracy B. seconded. Motion carried.

**Director's Report**

Heidi spoke about how changes in COVID rate could affect Library operations. The first level of pullback will be to stop in-library browsing. Current capacity is 8 persons in the main library with downstairs capacity limited to 3 persons. The newsletter has been very well read. We are doing a lot of the right things and our patrons are noticing. Also note that the Library cannot accept book donations at this time and for the foreseeable future, so please discourage anyone who asks you about donating books.

Hans S. made a motion to accept the Director's report. Annemarie M. seconded. Motion carried.

**Old Business**

Conflict of Interest Forms and Anti-Sexual Harassment training: Please get them in.

Per the requirements of the Bank of Greene County, the Board of Trustees has re-affirmed the following named persons are permitted to sign on all accounts held by the Rensselaerville Library at the Bank of Greene County:

* Board Treasurer: Annemarie Martinez
* Board Assistant Treasurer: Hans Soderquist
* Board Member: Joe Frisino
* Board Member: Paul Ventura
* Library Director: Heidemarie Carle

**New Business**

100 X 100 Centennial Challenge for the Library. This would be a fundraiser, seeking 100 Library patrons to give $100 each. The idea is start this in late winter and let it run for two months. Board members were asked to brainstorm additional ideas for Centennial programming.

Middleburgh School District funding: Linda S. gave a short history of the effort to obtain funding from the Middleburgh School District.

**Adjourn**

Annemarie M. made a motion to adjourn. Jerry F. seconded. Motion carried. The meeting adjourned at 9:15 PM.

The next meeting will be on Tuesday, December 15th.

Respectfully submitted,

Joe Frisino