

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Sarah Buterbaugh, Kathryn Shattuck, Paul Riccobono, Andrew Goffe, Marty Nealon, Margaret Cook, Maria Gagliardi
Debbie Firestone, recording
GUEST: Nathalie Gordon – Community Internship

Maria began the Facebook livestream at 7:33pm

Marjorie called the meeting to order at 7:33pm

Nathalie Gordon introduced herself and thanked everyone for allowing her to do her Educational Leadership internship at the library.

Margaret moved to approve the meeting minutes from the 12/09/20 meeting with a correction to the attendance list that Kathryn Shattuck was not in attendance at that meeting as indicated in the minutes. Paul seconded. All in favor.

Maria showed the Sustainability presentation which summarized all benchmarks achieved under the Green Business Partner Certification program. The presentation also included future goals.

Joining a Solar Farm was discussed. The library is a demand customer and is therefore not eligible to join the recently presented Community Choice Aggregation program offered by the town. The company, Nexamp, was researched and chosen by Maria. The farm is not actually in existence, but instead will be built once enough customers sign on for it, which should be before year-end. The program will save the library 10% on costs for 25 years. There is no contract and the library can exit the program three months after submitting a written request. There really doesn't seem to be any downside.

Paul moved to approve signing an agreement with Nexamp for their Solar Farm Power. Andrew seconded. All in favor.

The issue of remaining fine free during the pandemic and making the library permanently fine free (for adult materials) was discussed. The library will remain completely fine free during the pandemic but a decision on making this permanent, was put off for a later meeting.

Financial Report : YE 2020 Andrew reviewed it and thought all was in order, Maria reviewed the year:

- We received an extra \$100K in grant money and Employee Retention Credits (CARES Act).
- Salaries were lower than expected due to employee furloughs and various open hour reductions, along with gaps in employment for the youth and adult librarian positions.
- Health and Retirement benefits were less due to employment gaps and eligibility rules.
- There were no lawyer fees as expected regarding the library consolidation.
- Less presenters and performers were hired for programs.
- Maintenance projects were put on hold and it was a light snow year.
- The added COVID related expenses were offset by regular expenses not incurred.

The financial outlook for 2021 is stable, with a 0% increase from the Town and a static annual amount from the School District. The 2020 Annual Appeal produced record donation receipts of over \$11,000.

Sarah moved to remove Christopher Keywork and Jennifer Citrolo as signees on the Sterling Bank account and the Royal Bank of Canada bank account and to add Andrew Goffe and Margaret Cook as signees on the Sterling Bank account and the Royal Bank of Canada account. Marty seconded. All in favor.

Building Report

Maria indicated the arborvitae were somewhat damaged by the snow but is hopeful they can be salvaged.

Liberty Elevator contacted the library late this afternoon to schedule a start date for the work of next Wednesday, February 17th. Paul indicated there needed to be a site meeting with Liberty and Seth prior to any work commencing to ensure proper coordination.

The electrical service project has been postponed until the spring due to all of the snow on the ground. This project has been going on for almost 5 years!

New Business

Cookbook Committee has sent out an initial request for book content and only received one response to the general email. Margaret indicated she directly received 2 and knows of 4 more that are planning submissions. Maria will send out an email that committee members can forward to friends and neighbors to get things going. This project will be noted in the March issue of 10964 along with library newsletters and emails.

Committee Assignments

Finance Committee: Marjorie, Andrew and Marty

Building Committee: Paul, Margaret

Cookbook Committee: Marjorie, Kathryn, Margaret, Sarah

Nominating Committee: Marjorie, Kathryn, Sarah (we are losing 2 trustees this year)

New York State Library Minimum Standards. We are governed by the NYS Division of Library Development and are responsible for numerous standards:

- We typically put out an annual report the community, but will bring it to the Board's April meeting for approval prior to release.
- We are also required to review Board Policies every five years. We have some that were written more than five years ago and are in need of review. This doesn't mean they need to be rewritten, just reviewed and noted as such in the meeting minutes.
- Annual staff technical training has been difficult since there are no longer regular group training sessions. We will incorporate more one on one or remote training.
- Our Long Range Plan was written two years ago and we need to revisit it to make sure we are in step with that plan.

- New York State requires every employee, trustee, volunteer and intern all take Sexual Harassment Prevention training. We will comply in the form of an online quiz, which will be forthcoming to all trustees and our intern. Employees have already completed the quiz.

Margaret moved to adjourn the meeting at 8:11pm. Sarah seconded. All in favor.

Next Meeting Scheduled for Wednesday, April 14th at 7:30pm