

Reed Memorial Library Carmel, NY

Minutes: December 1, 2021

Meeting called to order at: 5:00 p.m.

Present: Jeanne Buck, Carla Taylor, Cindy Katz, Kate Mackie, Vickie Causa, Peter Katz

Minutes: A motion to accept the minutes of the November 3, 2021 meeting was made by Kate Mackie second by Cindy Katz. All in favor, motion carried.

Financial Report: Peter reviewed the financial report and noted that all is in order.

Audit Claims: A motion to accept the audit claims was made by Peter Katz, second by Vickie Causa. All in favor, motion carried.

Director's Report: Jeanne reported on:

- Programming:
 - Holiday on the Lake – Library will be open for visitors during the Holiday on the Lake Parade. Library will provide refreshments and glow sticks like we did last year.
 - Little Free Food Pantry – As last year, the Little Free Library has been converted into a Food Pantry. Having a hard time keeping it stocked, and are in need of donations. Hope to be able to keep it stocked throughout December.
 - Promenade on 6 – Pamela has been following up and finds construction is far behind schedule. Most likely will not open until next year – but our interest in having space is still strong, and the developer is aware.

- Building Repairs and Improvements:
 - Roof:
 - Asbestos removal completed
 - Metal roof and particle board have been removed and discarded
 - Coping stones along both sides of the front gable have been removed and reinstalled
 - Additional cellulose insulation has been installed in the flat portion of the roof.
 - Additional work was identified during the site visit. A crack in the valley along the coping stones which is letting water in. The area is in the front, east side of the building and may be related to the cracks in the front façade. The work includes the removal and installation of additional slate and installation of underlayment and flashing in the area. The contractor estimates the work will cost approximately \$16,000.

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Old Business:

Sustainable Putnam – a discussion on the environment; why doesn't the town do more? Invite a representative to come to a future meeting to address the board @5:30 after standard meeting. Date TBD.

Vaccination Status – Do we/should we require staff be vaccinated? Do we/should we require masks? The board discussed that perhaps a policy needs to be developed to require all staff members to be fully vaccinated and 'boosted' and keep up-to-date on all future vaccines. Requirement that all employees must have at least a first shot no later than March, 2022.

Motion to create a Vaccine Policy following CDC guidelines was made by Carla, second by Peter. All in favor, motion carried.

New Business:

Free Direct Access – motion to accept by Kate, second by Carla. All in favor, motion carried.

2022 Budget – motion to accept by Cindy, second by Vickie. All in favor, motion carried.

Materials Selection Policy -motion to accept by Peter, second by Cindy. All in favor, motion carried.

Weeding Policy – motion to accept by Kate, second by Carla. All in favor, motion carried.

Roof Change Order – 16k – motion to accept by Carla, second by Cindy. All in favor, motion carried.

Miscellaneous –

ReciteMe went live on the Library's home page in early December. The company is preparing PR materials for Putnam libraries to use in order to get the word out.

Motion to adjourn – made by Vickie, second by Cindy. Meeting adjourned at 5:41pm

The next Board Meeting: January 5, 2022 at 5:00 p.m. in the Reed Memorial Library.

Submitted by: Vickie Causa

Forwarded on: December 31, 2021