

**Reed Memorial Library
Carmel, NY**

Board of Trustee Meeting Minutes: May 4, 2022 Meeting called to order at: 5:05 p.m.

Present: Jeanne Buck, Carla Taylor, Cindy Katz, Kate Mackie, Loretta Burke, Vicki Causa, John DeJulio

Absent: Theresia Gillette

Review Minutes:

- A motion to accept the minutes of the April 6, 2022 meeting was made by Cindy Katz, second by Kate Mackie. All in favor, motion carried.

Financial Report: The financial report was reviewed by the Board. It is noted that all is in order.

Audit Claims:

- A motion to accept the audit claims was made by John DeJulio, second by Cindy Katz. All in favor, motion carried.

Director's Report: Jeanne reported on: Programming: The Putnam County's eight libraries participation in a Summer Passport Program. An update to the start date for Reed Library's participation at Promenade on 6. Staffing: The library's part time library clerk position has been filled. Building repairs and improvements: Additional roof leaks being repaired by the contractor. A review of the second opinion for repairs to the lintel from a structural engineer . A new landscaper has been secured to take care of the grounds and snow removal. The recent enrollment in Sustainable Putnam. Miscellaneous: The PCLA meeting. Other: Dates in May that Jeanne will be on vacation.

Old Business:

- A motion to repair the front door and the front of the building façade and to replace the lintel was made by Carla Taylor, second by Kate Mackie. All in favor, motion carried.

New Business:

- The part-time library clerk position has been filled by Jody McBride, at a rate of \$15.00 per hour for approximately 12 hours a week. Approximate start date is May 16, 2022. A motion to accept the new hire was made by Carla Taylor, second by Vicki Causa. All in favor, motion carried.
- A motion to accept the Referendum Date on October 3, 2022 was made by Loretta Burke, second by Vicki Causa. All in favor, motion carried.
- A motion to accept changes made to the Inclement Weather and Unscheduled Closing Policy was made by Cindy Katz, second by Carla Taylor. All in favor, motion carried.
- A motion to accept the Facilities Plan was made by Loretta Burke, second by Kate Mackie. All in favor, motion carried.

Adjourn:

- A motion to adjourn at 5:22 p.m. was made by Vicki Causa, second by Carla Taylor. All in favor, motion carried.

The next Board Meeting: June 8, 2022 at 5:00 p.m. in the Reed Memorial Library

Submitted by: Loretta Burke

Forwarded on: May 6, 2022