

**Reed Memorial Library
Carmel, NY**

Board of Trustee Meeting Minutes: October 5, 2022

Meeting called to order at: 5:09 p.m.

Present: Jeanne Buck, Diana Behan, Vickie Causa, Kim Chukwuemeka, Carla Taylor

Absent: Loretta Burke, Stephanie Cunningham, John DeJulio, Teri Gillette, Kate Mackie

In Attendance: Cindy Katz, Al Stedina

Review Minutes:

- A motion to accept the minutes of the September 7, 2022 meeting was made by Carla Taylor, second by Vicki Causa. All in favor, motion carried.

Financial Report:

- The financial report was reviewed by the attending board members. It is noted that all is in order. Motion to accept was made by Vicki Causa, second by Kim Chukwuemeka. All in favor, motion carried.

Audit Claims:

- A motion to accept the audit claims was made by Vicki Causa, second by Carla Taylor. All in favor, motion carried.

Director's Report:

Programming:

Promenade on 6:

- Jeanne Buck discussed Promenade on 6 that opened on September 21, with a generous donation of a carpet, two chairs, and a small table from Jody.

Outreach:

- Abbey reached out to the high school librarian to organize a Halloween story time in October and a library card sign up day in November. She also put flyers for library programs throughout the town and got donations for holiday decorations from local businesses.

Great Give Back:

- This year's donations will go to the Veterans' Home in Carmel and funds will be collected to purchase a new Christmas tree.

Building Repairs and Improvements:

Book drop

- After a complaint from a patron, Jeanne had the area between the sidewalk and book drop filled in and leveled with cement.

Entry Door

- After a visit from the architect, doormaker, and general contractor, new plans were made for the entrance door and the marble over the front door. The library was also visited by Carmel Town Board member, Robert Schanil and his wife who expressed their interest in library maintenance and the construction project.

Miscellaneous:

Staff/Board Meet and Greet

- A meet and greet with the library staff and board members is planned for Wednesday November 2, 2022 at 5 pm, board meeting will start at 5:30 pm.

PCLA Fall Meeting

- The Putnam County Libraries Association fall meeting will take place on Tuesday October 25, 2022 at the Patterson Library.

Library Director Position

- Postings have been made on several sites for the library director position.

Old Business:

Healthcare coverage

- Vicki Causa spoke to a representative at Marshall Sterling who gave her suggestions on how the library may offer healthcare coverage. The board discussed various options for offering insurance coverage and managing insurance premiums.

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New Business:

New Director Recruitment

- The board discussed the recruitment process and how interviews will be conducted once candidates submit resumes.
- A vote was taken to determine Abbey's Paid Time off, she will be entitled to 2 weeks of Paid Time Off. Motion made by Carla Taylor, seconded by Vicki Causa. All in favor, motion carried.

The Canvass Report and Trustee Oaths:

The motion to accept the canvass report was made by Vicki Causa, seconded by Kim Chukwuemeka. All in favor, motion carried.

New trustees Kim Chukwuemeka, and Diana Behan were sworn in, Stephanie Cunningham was absent and will be sworn in at the next meeting.

Election and Appointment of Officers

Carla Taylor – President

Vicki Causa – Vice President

Loretta Burke – Recording Secretary

Stephanie Cunningham – Vice President of Finance

Other:

Carla Taylor attended the Mid-Hudson Library Systems board meeting on September 29, 2022 and reported on the topics that were discussed.

Adjourn:

A motion to adjourn at 5:50 p.m. was made by Carla Taylor, second by Vicki Causa. All in favor, motion carried.

The next Board Meeting: November 2, 2022 at 5:30 p.m. in the Reed Memorial Library. There will be an informal gathering at 5:00 pm, when the board members will be introduced to the staff.

Submitted by: Carla Taylor

Forwarded on: October 26, 2022