

**Reed Memorial Library
Carmel, NY**

Board of Trustee Meeting Minutes: November 2, 2022

Meeting called to order at: 5:08 p.m. after the Library Staff and Board Meet and Greet

Present: Jeanne Buck, Carla Taylor, Vickie Causa, Loretta Burke, Stephanie Cunningham, Kim Chukwuemeka, Diana Behan
Absent: Teri Gillette

Review Minutes:

- A motion to accept the minutes of the October 5, 2022 meeting was made by Vickie Causa, second by Kim Chukwuemeka. All in favor, motion carried.

Financial Report:

- Stephanie Cunningham reviewed the financial report and noted that all is in order. A motion to accept the financial report was made by Carla Taylor, second by Diane Behan. All in favor, motion carried.

Audit Claims:

- A motion to accept the audit claims was made by Stephanie Cunningham, second by Kim Chukwuemeka. All in favor, motion carried.

Director's Report:

Staffing:

- Jeanne reported on the Holiday on the Lake festivities which will be on December 3, 2022 from 3:00 – 8:00 p.m. Jeanne asked for Board Member Volunteers.
- The Great Give Back was a huge success. With the donations, a Christmas tree will be purchased and delivered to the veterans' residence in Carmel.

Building Repairs and Improvements:

- The new front door installation is taking more time than anticipated. New estimated installation will be prior to the end of 2022.
- The broken door lock will be replaced at the time the new doors are installed. Currently the doors can be locked and unlocked from the outside.

Miscellaneous:

- Jeanne sent all Board Members a link to take the Annual Sexual Harassment Prevention Training. Members are asked to report back to Jeanne when they have completed the training.

Old Business:

- The Library Director interviewing process was discussed. Vicki will contact the three candidates by telephone for an initial screening and to determine availability. Board members and Jeanne will take part in the interviews.
- New flooring proposal was shared. A local company will be contacted for a comparative estimate.

New Business:

- New trustee Stephanie Cunningham was sworn in.
- Library Floor Replacement is pending comparative estimate and has been tabled to the December 7 meeting.
- A motion to accept the Personnel Policy with changes was made by Carla Taylor second by Loretta Burke. All in favor, motion carried.
- A motion to accept the Program Registration Policy was made by Carla Taylor, second by Vickie Causa. All in favor, motion carried.
- A motion to accept the 2023 Library Closing Dates was made by Loretta Burke, second by Kim Chukwuemeka. All in favor, motion carried.
- A motion to accept 2023 salary wages was made by Carla Taylor, second by Kim Chukwuemeka. All in favor, motion carried.
- A motion to move the money from the expiring CD's to the savings account was made by Vickie Causa, second by Kim Chukwuemeka. All in favor, motion carried.

Adjourn:

A motion to adjourn at 6:02 p.m. was made by Carla Taylor, second by Vickie Causa. All in favor, motion carried.

The next Board Meeting: December 7, 2022 at 5:00 p.m. in the Reed Memorial Library

Submitted by: Loretta Burke

Forwarded on: November 7, 2022