

**Reed Memorial Library
Carmel, NY**

Board of Trustee Meeting Minutes: December 7, 2022

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

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

Review Minutes:

- A motion to accept the minutes of the November 2, 2022 meeting was made by Carla Taylor, 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 Stephanie Cunningham, second by Carla Taylor. All in favor, motion carried.

Audit Claims:

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

Director's Report:

Programming:

- Jeanne reported on the Holiday on the Lake Party and Santa visiting the library.

Staffing:

- Jeanne noted her plans and availability for transitioning the new director. The staff holiday party will be December 28. The new director will be invited so she can meet everyone.

Building Repairs and Improvements:

- The new front door installation is taking more time than anticipated. An e-mail from the installer notes the installation is pending hinge anchors.

Miscellaneous:

- The library was chosen as the winner of a Stop and Shop program called Community Bags. This program has resulted in a donation to the library.
- Another tax certiorari related to the reassessment at The Retreat was received.
- Jeanne was recognized for her service to the MHLS Directors' Association. The resolution was shared with the Board.

Old Business:

- The Library Director interviewing process was completed. A motion to offer Donna C. Perolli the position provisionally, pending successful completion of the Library Director Civil Service Exam. The position will be at a rate of \$35.70 an hour for an average work week of 35 hours. She will receive 4 weeks personal time off after 3 months and health benefits are to be negotiated. After one year of service she will be eligible to join the library's 403(b) retirement plan. If mutually agreed upon the start date will be January 9, 2023. The motion was made by Loretta Burke, second by Diana Behan. All in favor, motion carried.
- A motion to select Kenny's Carpet One, 246 Route 52, Carmel to replace the carpets and install carpet tile at a rate of \$10,126.99 was made by Kim Chukwuemeka, second by Carla Taylor. All in favor, motion carried.

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New Business:

- A motion to accept the Board Meeting Dates as noted below was made by Carla Taylor, second by Kim Chukwuemeka. All in favor, motion carried:

January 4	July 5
February 1	August 2
March 1	September 6
April 5	October 4
May 3	November 1
June 7	December 6

- The Range Plan Review was reviewed by all.
- Upon successful completion of the Civil Service exam for Library Assistant, a motion to update Denise Durkin from a part time Circulation Clerk to Library Assistant with no changes to wages was made by Kim Chukwuemeka, second by Carla Taylor. All in favor, motion carried.
- Upon successful completion of the Civil Service exam for Library Assistant, a motion to update Abbey Gallagher from a provisional to permanent Library Assistant Programs with no changes to wages was made by Diana Behan, second by Loretta Burke. All in favor, motion carried.

Adjourn:

A motion to adjourn at 5:55 p.m. was made by Loretta Burke, second by Carla Taylor. All in favor, motion carried.

The next Board Meeting: January 4, 2023 at 5:00 p.m. in the Reed Memorial Library

Submitted by: Loretta Burke

Forwarded on: December 9, 2022