

**Reed Memorial Library
Carmel, NY**

Board of Trustee Meeting Minutes: January 4, 2022

Meeting called to order at: 5:08 p.m.

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

Review Minutes:

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

Audit Claims:

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

Director's Report:

Programming:

- N/A

Staffing:

- All staff met the new Director (Donna) at the staff holiday party on December 28th.
- Abbey Gallagher has moved from Full-time to Part-time with no change to wages.
- Jeanne will be in for the first week with the new Director and she has also created a manual to aid in the transition.
- Jeanne has created a "pending item" file including the need to take the next civil service *Director I* exam and provides the NYS Public Librarian's Professional Certificate for permanent appointment.

Building Repairs and Improvements:

- Received a construction grant check for 90% of the total (\$194,266). The last 10% will come in after completion of the work.
- All prep work for the door was completed including the lintel and door substructure. No timeframe yet for the installation of the finished door.
- Agreement for Carpet work was signed and there was a slight increase in price (approved by the Board President). Installation date needs to be scheduled.

Miscellaneous:

- In the month of December, the library received \$850 in donations.
- Jeanne thanked everyone for the retirement party and expressed how unexpected it truly was. The board thanked Jeanne for her service and wished her a happy and healthy retirement.

Old Business:

- The new director will need health coverage. Vickie Causa will follow up on this for the next meeting.

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- A motion was made to move the Board Meeting in February, March, April and May from the 1st Wednesday to the 1st Monday to accommodate the trustees' new schedule and to ensure a quorum is met for each meeting by Vickie Causa, Second by Stephanie Cunningham. All in favor, motion carried.

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

**changed dates

- Teri Gillette will have the option to resign as she has missed more than three (3) consecutive meetings.
- All trustees are asked to invite someone to join the Board.
- A motion was made to accept the new Personnel Policy Update by Carla Taylor, second by Vickie Causa. All in favor, motion carried.

New Business:

- A motion to accept the Trustee Education policy, each trustee is required to complete 2 hours of training that aligns with the NYS Education Law section 260-D, was made by Diana Behan, second by Kim Chukwuemeka. All in favor, motion carried.
- An Audit will be conducted after the new Director takes office and has had time to adjust to the placement. It will be scheduled at the June 7th Board meeting. The cost in the past was \$5k to \$8k and we will utilize the previous accounting firm.

Adjourn: motion to adjourn at 5:50 p.m. was Kim Chukwuemeka, second by Carla Taylor. All in favor, motion carried.

The next Board Meeting: February 6, 2023, at 5:00 p.m. in the Reed Memorial Library

Submitted by: Kim Chukwuemeka

Forwarded on: January 23, 2023