

**Reed Memorial Library  
Carmel, NY**

**Board of Trustee Meeting Minutes: February 6, 2023**

**Meeting called to order at: 5:03 p.m.**

**Present: Jeanne Buck, Carla Taylor, Loretta Burke, Stephanie Cunningham, Kim Chukwuemeka, Diana Behan,  
Trustee Candidate: Mary Worstell                      Absent: Vickie Causa**

**Review Minutes:**

- A motion to accept the minutes of the January 4, 2023 meeting was made by Diana Behan, second by Carla Taylor. 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 Carla Taylor. All in favor, motion carried.

**Director's Report:**

**Programming:**

- Donna Reported on the January and upcoming February programs.

**Staffing:**

- A motion to start the hiring process for a part-time clerk to cover Abbey's reduced hours was made by Kim Chukwuemeka, second by Carla Taylor. All in favor, motion carried.

**Building Repairs and Improvements:**

- The basement flooded and a new sump pump was installed. Anticipate a clean-up may have to be done in the future by a professional cleaning company.
- An electrician was called to install a cut off switch to shut off the outside electrical outlet when not in use.

**Miscellaneous:**

- Donna reported on the outcome of the January 18 staff meeting. Safety is of everyone's concern. The police and fire departments will be contacted to perform active shooter and fire safety training. The alarm company will be contacted to install a panic button at the circulation desk.
- The director's office and clerk's offices have been switched to enable privacy for the director and accessibility for the clerks.

**Old Business:**

- The new front door installation is taking more time than anticipated a follow up call will be made.
- Carpeting was replaced it was noted the original cork floors are in disrepair.
- Directors Health Insurance is pending more information. This item has been tabled to March meeting so Vicki can present the options and costs.

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**New Business:**

- A motion to start the hiring process for a part time clerk was made by Kim Chukwuemeka, second by Carla Taylor. All in favor, motion carried.
- Mary Worstell introduced herself as a candidate for the open Trustee position. Mary will fill in for Teri Gillette thru October 2024 at which time she will run for election. A motion to accept Mary as an interim trustee was made by Loretta Burke, second by Diana Behan. All in favor, motion carried.
- A motion to partner with the librarian at Carmel High School to encourage students to get a MHLS library card was made by Carla Taylor, second by Kim Chukwuemeka. All in favor, motion carried.
- The staff is not happy with the quality of cleaning that the service is providing. The current company will be contacted to see what the current cost for cleaning includes and a decision to possibly switch companies will be made from there. A deep cleaning will be considered once all the construction is completed.
- A motion to install a panic button at the circulation desk was made by Carla Taylor, second by Loretta Burke, All in favor, motion carried.

**Other:**

- A trustee from the Mid-Hudson Library System would like to come to our next meeting to tell us about the benefits of MHLS. Carla will arrange that presentation.
- Donna will send Mary the information on the Trustee training classes at MHLS.

**Adjourn:**

A motion to adjourn at 5:52 p.m. was made by Carla Taylor, second by Kim Chukwuemeka. All in favor, motion carried.

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

Submitted by: Loretta Burke  
Forwarded on: February 9, 2023