

Daniel Pierce Library Board of Trustees

Meeting Minutes,

February 15, 2023

President Martin called the meeting to order at 7:02. Trustees present were: Mari Martin, President, David Schneyer, Vice President, Pat Doogan, Katherine Kelly, William Richardson, Michael Schiffer, and Robert Eddings. Accompanying the trustees were Mikki Greene, Acting Director and Cathy Russo, Bookkeeper

Editor's note: Bob Eddings needs to be added to list of Trustees on website

1. Minutes

The minutes for the January meeting were reviewed. A question was raised on the date for the upcoming Bingo. M. Greene indicated she would follow up on the question. Motion to approve the minutes was made by Kate Kelly, second by Pat Doogan, **Ayes:7, Nays: 0, Motion passed**

2. Public Comment: None

3. Correspondence:

- a. Mikki received a thank you note from Mrs. Kenny at TVCSD. Mrs. Greene presented the library to two of the HS Civics classes. Three students spoke to Mikki about volunteering at the Library following the discussion. Cole Terwilliger and his father Neil volunteered to weather proof the outdoor chair as well as other potential work projects
- b. Tara Burke and Ashley Wightman from TVCSD FFA sent carnations and a beautiful letter thanking the Library for their support of the Valentine Card production for the Achieve nursing home. Over 280 cards were made for residents at the facility.
- c. Mikki accepted a check and thank you donation from the Tri-Valley Lions club
- d. A letter on donation support was submitted to the board

4. Finance

- a. President Martin reported on a Finance committee meeting held to fine tune the 2023 line item budget, review the 2024 budget outlook, and discuss overall financial health of the library. The committee agreed the financial health of the library is currently good. Trustee C. Coombe will work to establish certificate of deposit accounts for portions of the tax levy to take advantage of strong interest rates.
- b. A revised 2023 line item budget in the amount of \$520,229 was circulated and reviewed. Mike Schiffer made a motion to approve the revised budget. Dave Schneyer seconded. **Ayes:7, Nays: 0, Motion passed**
- c. The Board discussed the 2024 budget and needs for tax levy increases. The 2024 budget presented currently showed a 1.7% increase to approximately \$529,000. The discussion was tabled until old business.
- d. The January financial reports were presented by Cathy Russo. The balance sheet and operating funds were confirmed as the preferred setup. The building fund debuted a new format. The operating details reviewed notable donations for January. Expenses were reported as at the expected values for the winter time of year. Kate Kelly made a motion to approve the financial reports. Pat Doogan seconded. **Ayes:7, Nays: 0, Motion passed**

5. Director's Report

- a. Mikki reported that the website project with Piper Mountain Web is ready to go live. The Board reviewed the draft website and clicked through several links. It was noted that a Drone photo of the Library is needed. Kate Kelly made a motion to approve the web site for publication. Pat Doogan seconded. **Ayes:7, Nays: 0, Motion passed**
- b. Mikki reported on her satisfaction with a printer repair by Dave at Computer Doctor which led to asking Dave for a proposal on DPL's hybrid computer support needs. Including a new router at \$900 and wifi access points at \$1250 ea. Mikki is awaiting the proposal.

- c. It was noted that Livingston Manor Library filled an IT/Marketing position.
- d. Mikki circulated some information on IT scheduled replacements for existing computers and praised the work of Michelle Gorman for spearheading the website project as well as the ongoing discussions about hybrid support needs.
- e. The take your child to work day was a success on the first Saturday of February. 80 patrons attended. A thank you was noted for Karen Coombe who brought some pet rabbits to add to the fun.
- f. The library is setup for Mardi Gras Donut Day. Some long time volunteers are returning to help as are some new volunteers.
- g. Upcoming programs on growing giant pumpkins and snakes of the Hudson Valley were announced

6. Old Business

- a. The 2022 Annual Report was circulated and discussed. Several areas including trustee training, bylaw approval and service area patron population were noted for follow up in 2023. Bill Richardson made a motion to approve the annual report. Mike Schiffer seconded **Ayes:7, Nays: 0, Motion passed**
- b. The Board returned to the 2024 budget and tax levy discussion. A motion against any tax levy increases and public votes for the 2024 fiscal year was made by Kate Kelly and seconded by Dave Schneyer. **Ayes:7 Nays: 0, Motion passed**

7. New Business

- a. Trustees Martin and Richardson were reminded that their terms expire in April. Letters requesting reappointment should be submitted to the board at the March meeting.
- b. A staff appreciation day was discussed.
- c. A new director search plan was discussed. The board is considering several information gathering sessions in April from varying audiences to assess priorities for director and Library plan of service. The board will confirm the next hiring committee in April.
- d. The 125th Anniversary committee reported on two ideas to celebrate and gain public support. One would be a summer program and the other would be November 11. A theme: “ The Love of Our Community” was presented and credited to Acting Director Greene.
- e. A new policy discussion was started to include records and cloud (internet) storage resources to protect and increase accessibility to DPL institutional knowledge.
- f. March meeting was reserved to hold a discussion of library committee assignments.

Meeting adjourned following a motion at 8:55 by Bill Richardson. The motion was seconded by Mike Schiffer. **Ayes:7 Nays: 0, Motion passed**

Respectfully submitted,

Catherine Coombe, Recording Secretary

(minutes taken by William Richardson)