

NCFL Board Minutes –October 12, 2022

Board Members Present:

Randi Walker, Betsy Winters-Russell, Liz Smith, Kim Grethen, Rick Werwaiss, Mark Reamer, Linda Murowski, Dale Saylor, and Linda Romeo,

Also present: Vicki Wills (Library Director)

- Meeting called to order at 7:03 pm.
- Rick moved to approve September 2022 minutes. Kim seconded, all in favor; motion passed

Library Director's Report

- Alarm update – Details about S&F as our alarm service will be sent to our insurance company as required.
- Sexual Harassment Prevention Training – due in October – required of all Board Trustees and staff.
 - Vicki submitted an email to everyone. Training done on-line. After completion, submit required form.
 - An email from Mid-Hudson Library System will be coming soon to all Trustees, outlining additional required training.
- Great Give Back – The Library is accepting new or gently used coats, gloves and hats until October 15th.
- Collection
 - Betsy and Vicki weeded the children's books for the mini-book sale on North Chatham Community Day, October 15th.
- Columbia County Library Association
 - Vicki will be attending the meeting Friday, October 14th.
 - Vicki announced that both Chatham and Valatie Library directors are leaving their positions.
- Programs
 - Martin Van Buren National Historic Society presentations – Zoom 2nd Mondays for 4 months.
 - Habitat for Humanity Zoom
- The previous binder of Library policies has been misplaced, so Vicki is creating another one. Mid-Hudson Library System (MHLS) requires all libraries to submit and keep current an inventory of library policies. MHLS suggests that system libraries review policies every five years and maintain a current inventory.
 - Rick requested that all Library policies be submitted to Trustees electronically. Randi offered to do that.
 - Links on development of policies for libraries:
 - <https://www.nysl.nysed.gov/libdev/helpful/index.html>
 - <http://midhudson.org/topics/director-resources/policies/>

414 Campaign Committee

- Rick reported on behalf of the Committee. Only half the Trustees have signed up to canvass. Need help getting out the vote.

- All other campaign items are going smoothly. Rick acknowledged all the hard work that the Committee is doing. They've developed excellent marketing materials including factsheets and flyers with continuity in using our brand identity. Other marketing items include:
 - Lawn signs
 - Two ads running at the Crandell.
 - Rick's letter to the editor got prime placement last week in the Columbia Paper, and there is a schedule of more letters to the editor for every week up to the election.
 - In tomorrow's Columbia Paper, there should be a letter from Abi Mesic, Town Council member.

Finance Committee

- We have a treasurer, Bob Weiss, an attorney who has worked for Hedge Funds and knows finance.
- We have a bookkeeper, Susan Van Tassel. Her rates are very reasonable.
- Mary Clark has agreed to help with our budget cycle this year which will begin after the election cycle.

Fundraising Committee

- *Nothing to report*

Marketing Committee

- North Chatham Community Day – The Library has planned the following activities:
 - 414 Campaign information table
 - Quilt raffle
 - Make an offer, min-book sale
 - Kids games

Building & Grounds Committee

- *Nothing to new report*

Arts & Culture Subcommittee

- Written report from Julie:
 - Program in September by Laura Cannemela was well received.
 - She's preparing a final report for the 2022 grant and grant proposal for 2023.
 - Last program this year will be Nov. 13, The Other Side of Poetry, by Zoom.

Live and Learn Subcommittee

- Upcoming programs
 - Align Your Finances w/ Your Values – Michael Richardson November 9
 - Genealogy Webinar potentially on January 18. The Board thought this program would have a greater attendance if held in the evening.

Executive Committee

- *Nothing to report*

Nominating & Governance

- Disaster Plan Policy – Rick made a motion to approve, Kim seconded. During the call for questions period, Mark requested that Knotts Enterprise be removed as Long Energy is our

furnace service and oil delivery company. Rick made a motion to approve the amended plan. Kim seconded, all in favor; motion passed.

- Airborne Infection Prevention Plan – Rick made a motion to approve. Kim seconded, all in favor; motion passed.
- Rick moved to approve Bob Weiss as a Trustee of the Board for a three-year term starting 2022 - 2024. Linda Murowski seconded, all in favor; motion passed.
- Rick moved to approve Bob Weiss as the Treasurer of the Board for the rest of this calendar year. Linda Murowski seconded, all in favor; motion passed.

New Business

Nothing to report

Personnel Committee

- Cindy Buckley agreed to serve on the Committee.

Rick made a motion to close the meeting. Betsy seconded, all in favor; motion passed.

Next Library Board meeting November 9, 2022 at 7:00 pm.