

NCFL Board Minutes – Annual Meeting December 14, 2022

Board Members Present:

Bob Weiss, Randi Walker, Rick Werwaiss, Mark Reamer, Kim Grethen, Liz Smith, Linda Murawski, Linda Romeo, Betsy Winters-Russell, Kathleen Turley, and Julie Kabat

- Meeting called to order at 7:04 pm.
- Rick moved to approve the November 2022 minutes. Kathleen seconded, all in favor; motion passed.

Nominating & Governance

- Rick entered a motion to approve for terms for Mark Reamer, Liz Smith, Judy Albert, and Kathleen Turley from December 2022 to December 2025. Recused from the vote: Mark, Liz, and Kathleen. Julie seconded, all in favor; motion passed. Although previously approved to serve on the Board by the trustees, the terms had not been established. Rick made a motion to approve a trustee term of December 2021 to December 2024 for Bob Weiss. Betsy seconded, all in favor; motion passed. Rick made a motion to approve a trustee term of December 2021 to December 2024 for Betsy Winters-Russell. Kim seconded, all in favor; motion passed. Rick made a motion to approve a trustee term of December 2021 to December 2024 for Linda Romeo. Betsy seconded, all in favor; motion passed. Although previously approved to serve on the Board by the trustees, the terms had not been established for these three trustees.
- Rick put forward to slate of trustees for Board positions, Rick Werwaiss as President, Dale Saylor as Vice-President, Bob Weiss as Treasurer and Randi Walker as Secretary. Kim seconded, all in favor; motion passed. Following requirements as stipulated in the Library Bylaws, Rick asked the Board to approve a waiver for Rick, Dale and Randi having served in their officer positions longer than three years. Julie seconded. all in favor; motion passed.

Library Director's Report

- Assemblymember Didi Barrett secured a \$3,000 special legislative grant for the Library. The check should arrive via Mid-Hudson Library System (MHLS) within the next two weeks as reported by Rebekkah Smith Aldrich, Executive Director, MHLS
- Security system update – S & F security has been selected.
- Columbia County Library Association will meet on December 9th in Claverack. An item on the agenda is six technical workshops.
- Volunteers and staff received appreciation gifts this year from the Chatham Bookstore.
- MHLS
 - With advice from American Libraries Association, MHLS is working with the state, on development of a new law that classifies libraries as essential services to prevent price gouging by electronic book vendors. It was noted that prices of electronic materials increased during the pandemic.
 - To be launched in 2023:
 - A reconfiguration of the Niche Academy platform to provide a new learning management system for member libraries. There will be two “academies” that manage exclusive content produced by MHLS staff for member library directors, staff, and trustees. The academies will specialize in content produced by the MHLS Technology Operations Team and the Library Sustainability Team, which will also include the MHLS Trustee Education Series.

- This new platform will enable directors to assign continuing education sessions to staff and track staff progress in assigned trainings as well as create an on-demand webinar access point that results in the issuance of certificates of attendance. Trustees can attend continuing education at their convenience, to meet the new trustee education mandate that goes into effect on January 1, 2023.
- Library Board members are now required to go through annual training.
- [Handbook for Library Trustees of New York State](https://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf)¹ can be downloaded as a pdf.

Finance Committee

- Bob reviewed the budget and discussed changes to the budget for 2023 over previous budget of 2022. The changes were documented in a memo to the Board date December 12, 2022. A major change to the revenue is the increased funding from the Town of \$35,000. Additional Library expenses include:
 - Transition to a professional bookkeeping firm
 - Building maintenance related to installation of a new security system
 - Increase in collection expenditures
 - Purchase of a new printer
 - Insurance cost increase
 - Utility cost increases
 - 8% raise for the Library Direct and staff
 - Increase in Library hours
 - Increased funding for the Children’s Program
 - Higher costs for web maintenance

The Board went into Executive Session to discuss personnel matters as part of the budget discussion.
- Prior to the Board meeting, the Fundraising Committee met and made changes to the projected fundraising income. Randi detailed the changes in the meeting which resulted in a decrease in the projected revenue for 2023 of \$1,400. Bob Weiss as Chair of the Finance Committee made a motion to put forth for approval the 2023 budget as amended. Betsy seconded, all in favor; motion passed.

Fundraising Committee

- The Committee met prior to the Board meeting and agreed to the following fundraisers for 2023:
 - Appeal donation letter
 - Summertime cocktail in the garden party
 - Garden tour
 - Pig roast
 - Wine tasting
 - Quilt sale
 - Wreath sale
- Kim suggested sending the appeals letter earlier in the year. The Board discussed releasing the letter in September or October.

¹ <https://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

Marketing Committee

- Vicki, Dottie, Linda met with Sue and Robert Trevelyan to discuss the e-commerce function on our website. They viewed a beta version and are happy with the prototype. Linda detailed that this will be in place for our 2023 fundraisers. Every year the function will be reviewed. Donations will be made in a separate location of the website

Building & Grounds Committee

- Mark will be changing the configuration of the front steps which are too tall.

Arts & Culture Subcommittee

- Julie reported that their grant was submitted, and she will hear in February if their proposal was funded. Five events have been planned for 2023, with the first program in March and one author book discussion planned.

Live and Learn Subcommittee

- Upcoming programs:
 - Genealogy Webinar –January 18, this is a two-part program
 - Zero Waste Feb 7 lead by Stephanie Susman.

Executive Committee

- Nothing to report

New Business

- An ad placed in the Columbia Paper, thanking the community for their support of the 414 Campaign. Kim will send the ad digitally to the Board.
- At the next Board meeting we will approve the Trustee Education Policy. Rick asked Randi to submit the Board Trustee list to MHLS to ensure all Trustees are included in their emails.

Rick made a motion to adjourn the meeting. Bob seconded, all in favor; motion passed

Next Library Board meeting January 11, 2023, at 7:00 pm.