NCFL– Annual Board Meeting Minutes for December 13, 2023

Board Members Present:
Bob Weiss, Mark Reamer, Kim Grethen, Linda Romeo, Julie Kabat, Kathleen Turley, Randi Walker and Rick Werwaiss, Betsy Winters-Russell, Catherine Forbes, Linda Murawski,

Also present: Vicki Wills, Shea Wert

- Meeting called to order by Rick at 6:07 pm.
- Rick moved to approve the November 2023 minutes. Kathleen seconded. All in favor; motion passed.

Nominating & Governance
- Renew Board Trustee terms for:
  o Rick made a motion to renew Kim Grethen’s term for three years. Linda Romeo seconded, all in favor; motion carried. Linda abstained.
  o Rick made a motion to renew Randi Walker’s term for three years. Betsy seconded, all in favor; motion carried. Randi abstained.
  o Rick made a motion to renew his term for three years. Randi seconded, all in favor; motion carried. Rick abstained.
  o Rick made a motion to renew Linda Murawski’s term for three years. Kim seconded, all in favor; motion carried. Linda abstained.
- Executive positions for the 2024 term.
  o Rick made a motion to nominate Kim Grethen as Board President. Randi seconded, all in favor; motion carried. Kim abstained.
  o Rick made a motion to nominate Linda Romeo as Board Vice-President. Betsy seconded, all in favor; motion carried. Linda abstained.
  o Rick made a motion to nominate Bob Weiss as Treasurer. Betsy seconded, all in favor; motion carried. Bob abstained.
  o Rick made a motion to nominate Randi Walker as Secretary. Catherine seconded, all in favor; motion carried. Randi abstained.
- Rick made a motion to waive the Bylaw officer position, three-year term limit requirement for Randi Walker. Kathleen seconded the motion. All in favor; motion carried. Randi abstained.

Library Director Report
- Shea started on Monday. Vicki remarked that Shea is a great fit for the Library.
- Bob asked Vicki and Shea to consider working on the annual report together even if practicing with last year’s data. Bob would like to accelerate the completion of the annual report to ensure information is provided to our bookkeeper in time for required report submissions.
- Vicki conducted a computer inventory.

Fundraising Events Committees
- Betsy asked the Board to consider clarifying the responsibilities of the Fundraising Events Committee and her role in terms of fundraising.
- 2024 fundraisers
Chase the Chill February 16, $3,000 (estimated revenue). Kim and Liz Smith are the chairs.
- Artist Studio Tour May $600
- Wine Tasting June $3,000
- Cocktails in the Garden August $5,000
- North Chatham Day October $2,500
- Wreath Sale November $1,500

- Annual appeals letter – Rick and Kim are targeting a release on March 15.
- Grant writing
  - Linda Murawski updated the Board on the grant package information. She needs the Library Bylaws and a description of the trustee responsibilities to complete the package and would like people to proofread it when completed. The package contains the history of the Library, a factsheet, financial information, and bios for each trustee. She discussed where it could be placed for others to access. Vicki mentioned Google Docs since we already keep Library policies there.
  - Vicki mentioned the Bank of Greene County and Stewarts have easy grant applications. The Board supported having Shea write grant applications to these two venues.

Marketing Committee
Nothing to report

Building & Grounds Committee
Nothing to report

Arts & Culture Subcommittee
Julie provided the following updates:
- NOV. 12 - At John Morra’s art studio, “Progress? Is that all there is?” He gave a live-painting demonstration on his use of color, broke for a reception, and then presented a power point showing historical influences and his own methods for creating his “Mertz paintings.” #36 attendees.
- Nov. 19 – “From Bach to Rock” with ‘cellist Alex Prizgintas. – Very inventive, playing ‘cello and using electronics. # 27 attendees (6 children, including an 8-year-old who is studying cello) - There was a conflict with several other arts events in the area and a private local party.

Julie submitted the final report for CREATE grant and reported that the Subcommittee is working on next year’s grant proposal and developing a list of artists for the open studio fundraiser.

Live and Learn Subcommittee
- Catherine reported on various events that took place at the library in November.
- She discussed upcoming programs:
  - Walking through the fire on January 17th with a disclaimer that some people may experience strong emotions may surface. There was a waiting list the last time. January 18th storm date.
  - Catherine is chairing a home energy efficiency program on February 28th given by Kirstina Comstock from Clean Energy of the Capital Region. The program includes
details on winterizing, energy audits, affordable steps and State and federal assistance. No storm date yet.

- A pruning workshop will be held in the backyard of the Library in March with participants pruning the Library foliage.
- April 27th intergenerational fishing event at Ooms pond.
- Birding in the Hudson Valley Katherine Synder. Rick suggested putting together a compilation of birding books before the talk.
- Tic talk – people and pets
- Cyber security and computer help – Catherine mentioned that the Croton on Hudson Library has a smart phone program where younger people help seniors. Catherine would like to replicate that format with students helping seniors. She thinks we could write a grant for this. Carol Hegeman and Karen McGraw are writing a grant for Neighbors of Northern Columbia County (NCC) for a program where people would go directly to individuals needing help with technology. Catherine wants to partner with them because we have shared goals. Columbia County has the second largest aging population in New York and Catherine plans on exploring other talks with NCC.

**Personnel Committee**
- Kim suggested the Committee meet soon to discuss progress.

**Volunteer Committee**
- Kim made a plea to get people to sign up on the volunteer form. Kim will send around the link to the database to all Board members to see who else could be added.
- Kim will share a contact with Catherine for the Icabod Crane Honor society students.
- Mark discussed the need for volunteers to help with the buildings and grounds.

**New Business**

*Nothing to report*

**Executive Committee**

*Nothing to report*

**Finance Committee**
- The Board went into Executive session to discuss the 2024 budget.
- Bob reported that the finance committee met and are proposing the 2024 budget distributed to all Board members. He reported that we will have a $19,000 budget deficit. The differential for this year’s budget comes from personnel expenditures. He included a 5% increase for salaries. These details are discussed in his memo distributed to the Board. For this year’s budget, he’s including fundraising expenses to provide a more accurate accounting. Bob asked the Board to consider spending some of the reserve cash. Other expenses for 2024 that are to be determined include additional costs related to increased Library hours and the hiring of an Assistant Library Director. Rick mentioned that Shea needs to define the Library needs including whether there is a need to hire an Assistant Director. Kim reminded the Board that we discussed a key duty of the Assistant Director would be heading up the programs. Linda Romeo asked if budgetary needs and structure are sustainable for the Library. It was suggested that we go back to the community in a few years with a 414 request.
• Kim suggested a press release to announce the new Director and retirement of Vicki Wills.
• Rick will pull together people for the planning of the Library renovations. He suggested Mark, Bob, and Shea work with him. He asked the Board if we wanted to engage Chris Billingham, the architect used previously. Bob asked if we completed a needs analysis. Kim suggested we obtain a requote and then decide whether we need to pair back or not. Rick’s role will be shepherding this effort.
• The Board shifted to a more focused review of the 2024 budget. Kim asked about interest earnings and Bob reported that we will be earning more in 2024. Kim asked why the wreath sale earnings changed. Betsy responded that last year’s wreath’s sale wasn’t reported in the correct year.
• Bob entered the 2024 budget for Board approval with slight adjustments detailed in his memo and discussed already. Rick seconded. All in favor; motion carried.

Rick made a motion to close the meeting. Betsy seconded. All in favor; motion carried. Rick also added that he loves working with and serving on the Board and that it has been a real honor of his life. Board members expressed accolades for all his work as Board President.

Next Library Board meeting January 10, 2024, at 7:00 pm.