

**MINUTES OF THE MEETING OF
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES
FEBRUARY 27, 2020**

The meeting of the Kirkland Town Library Board of Trustees was called to order at 6:30 p.m. on Thursday, Feb. 27, 2020.

PRESENT: John Amuso, Elizabeth Bentley, Bill Bower, Natalie Brown, Anne Debraggio (director), George Fogg, Barb Grimes, Sara Groh, Stacey Himmelberger, Bill Huggins, Darby O'Brien, and Mike Van Strander. EXCUSED: Judy Kowalczyk and Ashley Simons.

SECRETARY'S REPORT

- John made a motion, Bill H seconded, to accept the [minutes from the Jan. 23, 2020, meeting](#). Approved unanimously.

TREASURER'S REPORT

- [Profit & Loss Budget Summary](#) and [Balance Sheet](#) as prepared by the KTL's new bookkeeper; preliminary audit is coming in March.
- Darby made a motion, seconded by Natalie, to accept the treasurer's report as presented. Approved unanimously.

[DIRECTOR'S REPORT](#)

- Report stands as attached.
- To date, funds generated from the annual appeal: 307 gifts totaling \$28,755 + 31 via Paypal totaling \$2,810.
- Anne has received feedback that some board members have been having difficulty arranging time to meet with her. She reminded the board that she is happy to schedule time to discuss any ideas or concerns.

PRESIDENT'S REPORT

- Sara reported that committee assignments for the year are as follows:
 - Executive Committee: **Sara**, Barb, Natalie, Stacey
 - Advancement: **Sara/Darby**, Elizabeth, Ashley
 - Facilities: **Bill H.**, Barb, Mike, Kris Bellona
 - Finance: **Natalie**, Dan, Barb, Bill B., Darby
 - Friends: **George**
 - Human Resources: **Barb**, Elizabeth, Judy
 - Nominating: **Elizabeth** (other members to be finalized later)
 - Policy: **John**

FRIENDS REPORT

- George reported on the Feb. 3, 2020, meeting of the Friends:
 - Bike station is on hold until Spring.
 - Nominating Committee reports that three people have accepted nominations; one more is needed.
 - Book Sale. There was discussion about alternate ways of moving the sorted and boxed books from Sally Carman's barn to the former Pizza Place so that Friends would not have to use their own vehicles. Transfer will take place this Sunday.
 - The Friends annual meeting will take place in April. A speaker is being sought; one possibility is the Kirkland Trails group.

COMMITTEE REPORTS

- Executive
 - No report.

- Advancement
 - No report.
- Facilities
 - Bill H reported that the committee met last week and has begun compiling a project list with proposed deadlines, costs, etc. He raised the question of how much money the library has to spend on facilities in a given year. Outside of budgeted funds for maintenance, the answer is a potential \$13,000-\$18,000, which would result from a draw from the endowment not to exceed 2% of the average of the previous 20 quarter's investment portfolio earnings. (Natalie indicated that future fund depreciation will be discussed with the auditor once that process is underway.) It is recommended that the Facilities Committee begin identifying projects that will require funding over the next five years.
- Finance
 - [Report stands as attached.](#)
 - Natalie called the board's attention to the finance committee's recommendation to submit a \$20,000 library budget increase (6.16%) for the 2021 vote. The increase is expected to cover such priorities as the mandatory minimum wage increase and necessary building repairs, plus allow the library to move closer to its eventual goal of offering employee benefits.
 - After lengthy discussion, Natalie made a motion for the board to accept the 2021 tax request of \$344,784, which had received unanimous approval from the Finance Committee. All were in favor, with one opposed. Approved.
 - Natalie is preparing talking points that the board may find useful when speaking with members of the community about the library budget.
 - Stacey will pull together a Sustainability 2.0 committee to draft a communications plan leading up to the vote.
- Nominating
 - No report.
- Human Resources
 - No report.
- Policy
 - No report.

OLD BUSINESS

- None

NEW BUSINESS

- Anne referenced the 2019 Annual Report to New York State, which she had shared with board members prior to the meeting. Particularly interesting, and encouraging, is the jump in circulation. Darby made a motion, seconded by John, to approve the report and its submission to the state; passed unanimously.
- Barb, who is also on the board of the Mid York Library System, shared that recommendations will be forthcoming as more information becomes available on the coronavirus.
- Barb also thanked those who provided food for the chamber breakfast.

A motion was made by Stacey to adjourn the meeting at 7:42 p.m. Bill H seconded; passed unanimously.

2020 MEETINGS: 6:30 p.m. on March 26, April 23, May 28, June 25, Aug. 27, Sept. 24, Oct. 22.

Respectfully submitted,
Stacey J. Himmelberger, Secretary