

**MINUTES OF THE MEETING OF  
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES  
JANUARY 23, 2020**

The meeting of the Kirkland Town Library Board of Trustees was called to order at 6:28 p.m. on Thursday, Jan. 23, 2020.

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

**SECRETARY'S REPORT**

- Natalie made a motion, Bill H seconded, to accept the [minutes from the Dec. 5, 2019, meeting](#). Approved unanimously with spelling correction.

**TREASURER'S REPORT**

- [Profit & Loss Budget Summary](#) and [Balance Sheet](#) stand as attached with the caveat that work is ongoing with the accountant to rectify.
- [Investment Summary](#).

**DIRECTOR'S REPORT**

- Report stands as attached.

**PRESIDENT'S REPORT**

- With the start of the new year, Sara reminded the trustees that it's a good time to re-read the *Handbook for Library Trustees of NYS*. This book contains critical information we can use to guide our efforts and decision-making in the year ahead. All trustees should review annually so that this information can be front of mind.

**FRIENDS REPORT**

- George shared information from the Friends meeting on 1/7/2020:
  - The search for a new site for storing books for the annual book sale continues with a letter sent to possible interested parties.
  - Construction of the bike repair station is on hold until Spring when the concrete pad is to be poured. Bicycle racks and the toolkit have been received.
  - The holiday book/jewelry sale made over \$1,200; there was plenty of help and very little stock remained (taken to the Rescue Mission).
  - The Nominating Committee will submit names of possible new Friends members by April.
  - Posters to publicize the library's extended hours have been printed and were distributed to the Friends to place in various businesses and public areas in the community.

**COMMITTEE REPORTS**

- Executive

Goals for 2020 remain as submitted. Here are the results from 2019 strategic plan goal efforts.

**EXECUTIVE COMMITTEE GOALS (formerly Board Governance)**

- Create a trustee orientation procedure - complete
- Recruit board members with the following skills: finance, legal, "Friends" - complete
- Educate current board members about NYS public library board governance (2018) - complete
- Identify committee's role in sustainable funding - complete
- Work with finance committee to explore hiring a treasurer - delegated to finance committee
- In September, create annual goals for 2020 - complete

- [Advancement](#)
  - Report stands as attached.
- Facilities
 

The library's elevator is in need of immediate repair. Bill H is in discussion with contractors to determine the best of two options that have been identified as possible solutions. Natalie made a motion, seconded by Bill H, to allow the Facilities Committee to spend up to \$4,000 on elevator repair without requiring additional board approval. Approved unanimously.
- Finance
 

No additional report.
- Nominating
 

No report (welcome new members!)
- Policy
 

No report

#### OLD BUSINESS

- [Board committee goals as attached.](#)

#### NEW BUSINESS

- 2021 Tax Cap Override Resolution:
 

Whereas, the adoption of the 2021 budget for the Kirkland Town Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; And Whereas, General Municipal Law Section 3-c expressly permits the Library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; Now therefore be it resolved, that on January 23, 2020, the Board of Trustees of the Kirkland Town Library voted and approved to exceed the tax levy limit for 2021, by at least the sixty percent of the board of trustees as required by state law.

Natalie made a motion, Stacey seconded, to adopt the tax cap override resolution; passed unanimously.

- Environmental Policy shared:
 

The Kirkland Town Library is committed to contributing towards the conservation of our natural resources and the protection of our environment, as both are key assets to our community, now and for future generations. Toward that effort, the library will incorporate environmental considerations within our decision-making. We will implement practices within our operations and facility to minimize the library's effect on and promote sustainability of our environment. Staff and volunteers of the Kirkland Town Library, as well as community members, will be informed of this policy and encouraged to be actively involved in the Library's efforts to improve our environmental performance.

A motion was made by Barb to adjourn the meeting at 7:08 p.m. Stacey seconded, passed unanimously.

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

Respectfully submitted,  
Stacey J. Himmelberger, Secretary