

MINUTES OF THE VIRTUAL MEETING OF
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES
Oct. 22, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:31 p.m. on Thursday, Oct. 22, 2020.

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

No public comment.

SECRETARY'S REPORT

Judy made a motion, and Barb seconded, to accept the minutes from the Sept. 24, 2020, meeting. Approved unanimously.

TREASURER'S REPORT

Moving forward, the KTL's PayPal account, which is used to accept gifts, will be recorded as an account on the balance sheet. Natalie shared the Balance Sheet, Profit and Loss Performance, and the investment summaries. Financials have been approved by the Finance Committee and subsequently approved unanimously by the board.

DIRECTOR'S REPORT

Highlights of Anne's report include:

- Reached out to school librarians/principals about our services and hours and to offer support.
- Held "Zoom" visits with Half Pint Academy and the Methodist preschool.
- Staff evaluations moving along – several more chats to go!
- Character pumpkins are back and the front lawn is showcasing a pumpkin patch.
- Fall Clean-Up Day, Saturday, the 24th, from 9-11 a.m.
- Now offering Binge Boxes: 3 DVDs and popcorn (or a cake pan and cake mix).
- The grant Anne wrote for fogger systems for the libraries in Oneida and Herkimer counties, with additional units for loaning to other organizations and small businesses, was awarded – \$11,131.
- Chelsea Roy received a CLRC professional development grant to cover the tuition, if accepted, for NYLA's Developing Leaders Program; a nine-month program designed to cultivate skills and capacities in personal and organizational leadership.
- Changed the filters for the boiler; higher grade (though not MERV 13). Fortunate that Couper Wing draws in fresh air.
- Fall Book Sale netted \$1,128.90.

PRESIDENT'S REPORT

Sara reminded committees to work on 2021 goals and be prepared to submit at the December meeting. Committee reports on 2020 goals are due at the January meeting.

FRIENDS REPORT

No report.

COMMITTEE REPORTS

Advancement: Sara thanked all who are helping to sign fall appeal letters. Anne and team are working on getting them printed and stuffed. Sara encouraged all trustees to make a gift to the KTL this year.

Facilities:

Status of ongoing facilities items —

- Front door is paid in full.
- Lift is installed and functioning. During installation, it was determined that KTL is responsible for interior carpeting and painting the exterior doors.
- Copier Room is in limbo.
- Matt Klausner replaced floor outlet and was paid.
- Bill Huggins fixed the crack in the bear.
- The town poured the concrete pad for the Bike Repair Station.
- Anne is working on updating the yearly maintenance list and the disaster plan. She expects to have them completed by the start of 2021.

For 2021 —

- Carpet replacement. Anne met with Steve James and Sarah Pease (possibly investment funded).
- Outdoor deck and Bristol Room window treatments (waiting on state construction grant funds).
- Power washing the siding (in 2021 budget).
- Exterior painting of railings and back door.
- Minor patching to the concrete steps.
- Fire escape repairs.
- Basement window infill.

The committee unanimously agreed to approve the following projects and seeks a board approval:

- Installation of touchless wave button door operators (\$1,385). This will be important as we enter the winter months and can't keep the interior door open. Also will decrease cleaning of surfaces. Installation by BRJohnson, who put in the new front doors.
- Replacement of 10 smoke detectors that are probably at least 15 years old (\$1,195). Installation by our security firm, General Security.

Finance: Natalie reported that the Finance Committee met and reviewed 2021 budget projections. Much of the budget incorporated changes expected from the extended impact of COVID while preparing for the possibility of more activities and programming later in the year. The committee asked Anne to budget more in salaries to ensure that there is enough for possible adjustments. Anne also presented the updated Petty Cash policy. The committee will present the policy to the board pending review of the Policy Committee.

Human Resources: The committee worked on the latest draft of the Library Director Evaluation Survey. If approved, board members will complete the survey following the November meeting. In the meantime, board members should think about 2021 goals for the director.

Barb and Anne met to begin sharing information on health insurance and retirement benefits for staff. Anne will poll local library directors on their plans. Barb will research plan options. The information will be discussed by the committee, and recommendations will be made to the board.

Barb will gather salary information for directors and full-time professional librarians at libraries of our size. The committee will then come up with a plan to increase the salaries at KTL over time so that they are in line with other local libraries. The committee will make recommendations to the board.

Nominating Committee: Elizabeth reported that the nominating committee met to discuss the order in which it will approach potential candidate board nominees that would start their term in 2021. The executive committee for 2021 is finalized: President: Barbara Grimes; Vice President: Darby O'Brien; Secretary: Stacey Himmelberger; Treasurer: Natalie Brown.

OLD BUSINESS

None

NEW BUSINESS

None

At 7 p.m., Bill B. made a motion to adjourn the meeting; Natalie seconded. Approved unanimously.

2020 MEETINGS: 6:30 p.m. on Nov. 19, and Dec. 10.

Respectfully submitted,
Stacey J. Himmelberger, Secretary