

MINUTES OF THE VIRTUAL MEETING OF
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES
April 22, 2021

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:31 p.m. on Thursday, April 22, 2021.

PRESENT: Elizabeth Bentley, Marie Boucek, Bill Bower, Natalie Brown, Anne Debraggio (director), Joe DeTraglia, Edwin Grant, Barb Grimes, Sara Groh, Stacey Himmelberger, Judy Kowalczyk, Matt Lacy, Darby O'Brien, Ashley Simons, Joe DeTraglia, and Sara Ziesenitz.

SECRETARY'S REPORT: Natalie made a motion, and Judy seconded, to accept the minutes of the March 25, 2021, meeting. The motion was passed unanimously.

TREASURER'S REPORT: The March balance and P&L sheets stand as submitted and have been approved by the Finance Committee. Natalie made a motion on behalf of the Finance Committee to accept the report. The motion was passed unanimously.

DIRECTOR'S REPORT:

Stands as submitted, with the following items of note:

- Ordering a 20'x30' tent for the front lawn (July 11- Aug. 16).
- April *A'CCENT* magazine (Utica OD): article about the library's American Girl Doll Collection.
- New poem debuted for Poetry Path at the Clinton High School site: "Memories."
- Door count encouraging: Jan. 823; Feb. 951; and March 1,295. Seeing lots of teens recently.
- Laminating vaccine cards is drawing new visitors.
- Received \$3,000 ALA "Libraries Transforming Communities" grant (partnered with the Clinton-Kirkland Improvement Commission and Climate Smart Task Force) to host neighborhood talks. 500 libraries throughout the U.S. were chosen.
- Amy James has resigned. Several other positions were never filled and one staff member is currently on leave. Hired two new patron service staffers, Olivia Martello and Justin Brown.
- The Community Report has been distributed.

PRESIDENT'S REPORT:

No report

FRIENDS REPORT:

Stands as submitted. Plans are underway for the Friends and board members to have a "welcome/get-to-know-you" social event over the summer. The Friends will be receiving books for the fall sale during the May 22 Community Collection Day. The next Friends meeting is May 4.

Thanks to Sara Z who attended the Friends meeting on behalf of the board and the March Clinton school board meeting, representing the library. She will also follow up with the Clinton-Kirkland Improvement Commission to determine when they would like her to attend those meetings on behalf of the library.

COMMITTEE REPORTS:

Barb thanked the committees who have begun meeting to work on 2021 goals, and again reminded chairs to let her and Anne know when those meetings will take place.

Executive: No report

Advancement: Stands as submitted. Sara G will inform the board of the total giving of its membership in 2020.

Facilities: Stands as submitted. Construction could begin on the deck project as early as mid-May following a meeting with the historical commission on May 5. Although the contractor is honoring the 2019 quote, the anticipated materials cost will be \$1,300-\$1,500 over initial estimates. Work is underway to identify sources of funding to make up that difference.

Finance: Stands as submitted. The Finance Committee reviewed the current asset allocations of the KTL's investment portfolios. Natalie reported that because the rationale for having two investment managers was to compare performance, the committee recommends that each manager abide by the asset allocation ranges in the investment policy. Further, the committee reviewed the investment policy as of April 2021 and has approved. Natalie made a motion on behalf of the Finance Committee to accept the report. The motion was passed unanimously. Win volunteered to serve on the Finance Committee.

Human Resources: The committee is working on updates to the employee handbook. Matt volunteered to look into any changes to signage requirements for rest room facilities.

Policy: The committee is planning to meet to discuss the library's animal policy.

OLD BUSINESS: none

NEW BUSINESS: Natalie made motion to approve the hiring of two KTL staff members, Olivia Martello and Justin Brown. Sara G seconded. The motion was passed unanimously.

Board members interested in attending an upcoming Google email/docs training session should let Barb or Anne know.

The May meeting of the board may be able to take place in person. Stay tuned!

At 7:04 p.m., Stacey made a motion to adjourn and Sara G seconded. The motion was passed unanimously.

Respectfully submitted,
Stacey Himmelberger, secretary

2021 MEETING DATES: May 27, June 24, Aug. 26, Sept. 23, Oct. 28, Nov. TBD