

MINUTES OF THE AUGUST 2021 MEETING
OF THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES

The meeting of the Kirkland Town Library Board of Trustees was called to order at 6:32 p.m. on Thursday, Aug. 26, 2021.

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

SECRETARY'S REPORT: Darby made a motion, and Marie seconded, to accept the minutes of the June 24, 2021, meeting. The motion was passed unanimously.

TREASURER'S REPORT: Natalie shared the Profit & Loss Budget Performance reports and Balance Sheets for June and July and made a motion, on behalf of the Finance Committee, to approve. The motion was passed unanimously.

DIRECTOR'S REPORT:

Stands as submitted, with the following items of note:

- Thanks to additional donors, the tent in front of the library will remain up until Sept. 21.
- The fourth-annual Read-Around-the-Clock and Summer Reading Program were again successes.
- Upticks in circulation: June averaged 142 a week; July, 207.
- Clinton (N.Y.) vs. Clinton (N.J.) challenge ... We won! 2,492 to 2,464 hours read.
- Received Stewart's grant of \$500 for baby/toddler equipment.
- Business appeal is current at \$5,825: nine tent sponsors = \$2,250; other donations = \$3,575.
- Continuing with mask requirement: as of Aug. 19, Oneida County is at 63.5% first vaccination shot; our zip code (13323) is at 67.9%.
- Library supporter Wendy Weber made a generous \$10,000 gift.

PRESIDENT'S REPORT:

Barb thanked board members who helped make the Chamber of Commerce breakfast, hosted at the KTL, a success. She also shared the plaque presented by the Lions Club recognizing the library as recipient of the Robert J. Uplinger Distinguished Service Award. The trustee and Friends get-together has been rescheduled for Sept. 16.

FRIENDS REPORT:

Marie reported that the Friends have been busy generating business support and volunteers for the book sale to be held Aug. 27-29 (in conjunction with Arts and Music Fest).

COMMITTEE REPORTS:

Executive: Per the HERO Act, the library was required to adopt and maintain an airborne infectious disease prevention plan by Aug. 5, 2021. Employers then have 30 days to communicate the plan to employees. In crafting a plan for the KTL, Anne followed a template provided by the Department of Labor. Natalie made motion on behalf of the Executive Committee, which had provided preliminary approval of the plan via email prior to the deadline, to approve the library's plan. Win seconded. The motion was passed unanimously.

Facilities: The New York State construction grant proposal was due to Mid-York on Aug. 20, 2021. The KTL's requests included the following:

- EV Charging Station: run electrical to the pedestal, dig a trench for the electrical conduit, create a concrete pad for the pedestal, and repair the rear sidewalk after trench has been dug — \$15,361
- Concrete Step Replacement: replace crumbling steps at the main and rear entrances — \$20,500
- Circulation Desk Reconstruction: rework the circulation desk (as result of the door placement to the new deck) to allow entrance for staff on both sides and ensure needed storage — \$10,180
- Parking Lot Restriping: existing spaces will be shifted and two additional spaces created for the EV charging station — \$250
- Security Cameras: cameras added at the main entrance, rear entrance, and deck — \$1,365

The Finance Committee approved the grant proposal request for funds for these projects, which total \$47,656. If successful, the library should receive at least 50% of the cost from New York State. Anne outlined from where in the budget she expects the library's half will come from. Darby made a motion to approve funding half of the project and full submission of the grant. Judy seconded. The motion was passed unanimously.

The Facilities Committee is recommending construction of a tool shed to serve as storage space for book sale donations and other items. Cost estimate is approximately \$2,400, and permission must be obtained from the town's historic preservation commission since a portion of the shed will be visible from the road. Funding to come from the Friends. Natalie made motion to proceed with this project. Darby seconded. The motion was passed unanimously.

Finance: Stands as submitted, with the following items of note:

- Natalie shared copies of the reports from the library's two investment advisors.
- The Finance Committee has updated the Invoice Review and Processing Policy and Procedures. Darby inquired about making payments to some vendors electronically instead of through paper checks for the sake of expediency and security. The Finance Committee will consider this suggestion. Natalie made a motion on behalf of the Finance Committee to approve the revised Invoice Review and Processing Policy and Procedures. The motion was passed unanimously.
- The library has received an Employee Retention Credit in the amount of \$29,000.
- The audit is ready and will be presented at the Finance Committee meeting on Sept. 14.

Human Resources: Stands as submitted.

Policy: Stands as submitted.

OLD BUSINESS: none

NEW BUSINESS: none

At 7:13 p.m., Stacey made a motion to adjourn and Judy seconded. The motion was passed unanimously.

Respectfully submitted,
Stacey Himmelberger, secretary

2021 MEETING DATES: Sept. 23, Oct. 28, Nov. TBD