

MINUTES OF THE OCTOBER 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, Oct. 28, 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, and Ashley Simons. ABSENT: Darby O'Brien and Sara Ziesenitz.

SECRETARY'S REPORT: Judy made a motion, and Win seconded, to accept the minutes of the Sept. 23, 2021, meeting. The motion passed unanimously.

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

DIRECTOR'S REPORT: Stands as submitted, with the following items of note:

- Talking Point of the Month: Two notary publics are available at the KTL — Anne and Laura Stoll.
- September Circulation — 5,090 items (Sept. 2020 – 4,525 items); Door Count 1,639; (Sept. 2020 – 1,044)
- Tent will be removed soon. Storytime will continue to be held outside weather permitting, then brought inside with safety measures in place.
- First meeting held on new deck; positive feedback!
- Oneida County Executive Tony Picente announced restoration of library funding in 2022 proposed budget.
- Hamilton College intern Emily Vanecko will spend two afternoons a week at the library.
- Staff evaluations will be done in November.
- MidYork asked our library to beta test the system to send out texts to patrons.
- Through the Great Give Back, the library collected toiletries for the Rescue Mission and Country Pantry.
- Events Held — State Police Canine Unit visit drew a huge crowd; StoryWalk held at the Kirkland Town Park; Art Show with works by Jan Burke had 40 guests; Tween Book Club met, and they want to do it again; Storytime Pumpkin Contest is back!
- Events Upcoming — Oct. 29: Fire and Frights – Spooky stories from 6:30–7:30 p.m.; Oct. 30: Preschool (and siblings) Costume Parade, 10:30 a.m.; Treats for Troops – leftover Halloween candy, unopened snacks, etc.; Weed and Reap sale hopefully in November.

PRESIDENT'S REPORT: Stands as submitted. Barb reminded the board about two upcoming trustee training sessions. Sara G will forward PowerPoint and recording of first session. Sexual harassment training must be completed live starting in 2022.

FRIENDS REPORT: A jewelry sale will be held during the Shoppers Stroll on the Village Green. A holiday book sale will take place the following week at the library. Book donations are ongoing with drop-off at the shed. The Friends are lining up chairs for the 2022 book sale, which will take place in July.

COMMITTEE REPORTS:

Advancement: Stands as submitted. Sara G. thanked board members for adding personal notes to annual appeal letters and, in advance, for making a gift to the library. Goal is to again achieve 100% board participation.

Facilities: Stands as submitted. Concrete steps at the main and rear entrances have been replaced!

Human Resources: Stands as submitted. The finalized employee handbook will be shared with board members prior to discussion at the November meeting. Library director evaluations will be shared with the board soon; must be completed in November.

Nominating: Stands as submitted. Names of potential board member replacements have been identified; Sara G has others from last year. Candidates with finance or marketing backgrounds would be especially helpful.

Finance: Stands as submitted. The audit was completed with positive results. No significant deficiencies identified. Natalie made a motion, on behalf of the Finance Committee, to approve. The motion passed unanimously.

Policy: Ashley made a motion on behalf of the Policy Committee to approve the Animals in the Library Policy. The motion passed unanimously.

OLD BUSINESS: none

NEW BUSINESS: Much progress has been made on the board's 2021 strategic plan committee goals. A draft of 2022 goals was reviewed. Items to be added include the formation of an Audit Committee, and, under Human Resources, the director evaluation process. Sara G. made a motion to approve the 2022 strategic plan committee goals; Bill seconded. The motion passed unanimously.

Anne shared the proposed KTL holiday closing dates for 2022. Natalie made motion to accept the list as presented; Win seconded. The motion passed unanimously.

Changes to a NYS open meeting law, taking effect Nov. 15, 2021, will require that minutes from KTL board meetings be posted the day following the meeting.

At 7:16 p.m., Judy made a motion to adjourn; Win seconded. The motion passed unanimously.

Respectfully submitted,
Stacey Himmelberger, secretary

FINAL MEETING OF 2021: Tuesday, Nov. 30