

OLIVE FREE LIBRARY
Board of Trustees Meeting
January 18, 2022

In attendance:

President and Chair of the meeting, David Edinger and Secretary, Kimberly Daley.

Also in attendance: Chrissy Lawlor, Nathalie Andrews, Meg Soltis, Susan York, Tom Hammang, Karen Heusel, Maeve Turk, and Donna Elberg. Absent: Fara Warner.

The meeting, held in person at the library, was called to order at 6:31 pm by David Edinger.

Approval of Consent Agenda:

=> Chrissy requests warrant list to be pulled from the Consent Agenda for separate approval. Included in Consent Agenda: December minutes, prepayment list, donations, board member terms, board meeting dates in 2023, banks, legal representation, accountant and bookkeeper for 2023, and staff salaries for 2023. Board members reviewed items before the meeting. Kim makes a motion to accept the Consent Agenda items excluding warrants list. All in favor. **Motion approved.**

=> Approval of warrants: Chrissy explains the bookkeepers bill came in late which changed the amount of the warrants to \$10,671.39. Nathalie makes a motion to approve warrants with updated amount. All in favor. **Motion approved.**

Other issues to vote on:

=> Board member terms. By-laws currently say board member terms start at the 'annual meeting' which is in January. Kim proposes updating By-laws so a member's term starts the month they are approved to join the board. Tabled for next meeting.

=> Student board member: David explains the board should start recruiting the next student board member. Current sophomore or junior is preferred. Board members propose changing preference from a student who lives in Olive to any student, sophomore or junior, from Onteora High School. Tabled for next meeting.

=> Committees list: Karen will join the Policy Committee. Meg will drop out of the Newspaper Committee and Karen will join instead. Finance Committee needs to meet to update the Financial Controls policy (last updated in 2018). No vote needed.

Committee Reports:

=> Art Committee: Nathalie submitted notes from the last meeting. Nathalie updates on current show and the opening scheduled for this Saturday. No proposals made or actions taken.

=> Friends Group: Meg submitted notes from the last meeting. No proposal made or actions taken.

=> Long Range Plan Committee: Kim and Fara submitted notes from the last meeting. The committee proposes hiring an outside consultant to coordinate and facilitate focus groups. Consultant cost estimate is \$1,600. Board members agree to hiring consultant for up to \$1,600 (including supplies for group gathering). Nathalie makes a motion to approve consultant for focus groups. All in favor. **Motion approved.**

=> Building committee: No notes were submitted. Kim updates on exterior sign color and solar lights. Kim also updates on a meeting held with town officials and neighbors of the library about the drainage issue in the parking lot. Board members discussed how to move forward. The committee proposes hiring a contractor to clean out the catch basin and pipes, scope with camera to see the condition of pipes, and eventually join a maintenance agreement with the neighbors for annual cleaning and inspection of drainage system. More research needed. No action taken.

Director's Report:

=> Chrissy updates on finalized Piano Plus concert series. The first concert will be March 11 followed by two more; April 22 and May 13. Nathalie will discuss schedule with the Art Committee to see about having art hanging during the concerts. The Friends Group will hold a silent auction during the first concert.

Treasurer's Report:

=> Nathalie submitted the December report. Board members reviewed report before the meeting. Board members discussed investing the emergency funds. Members agreed to invest only \$50,000 in 3 month CDs instead of prior agreed upon amount of \$60,000.

Visioning:

Newspaper committee is delayed until March. Board members discussed how a newspaper would be created and disseminated around the town.

Motion to Adjourn made by Nathalie. Meeting adjourned at 7:42 pm.

Addendum:

=> Approval of contractor for drainage work: On Tuesday, January 31st at 5 pm at the library, five board members (Tom, Nathalie, Karen, Meg, and Kim) met which constitutes a quorum. Chrissy was also in attendance and updated the board members about two bids received for drainage work. Present board members discussed the bids, scope of the work, and timing of the project. Kim makes a motion to accept Arnold's bid for \$4,050 for cleaning and inspection of the library's drainage system. All in favor. **Motion Approved.**