

OLIVE FREE LIBRARY
Board of Trustees Meeting
September 13, 2023

In attendance:

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

Also in attendance: Chrissy Lawlor, Tom Hammang, Nathalie Andrews, Fara Warner, Susan York, Hailey Peck, Donna Elberg, and Karen Heusel.

Absent: Meg Soltis.

The meeting, held in person at the library, was called to order at 6:29 pm by David Edinger.

Approval of Consent Agenda:

=> Consent Agenda: Items included are July minutes, prepayments list, donations, and warrants list. Chrissy points out typo in the minutes. Susan makes a motion to accept the Consent Agenda with correction. All in favor. **Motion approved.**

Committee Reports:

=> Meg submitted notes from the last Friend's Group meeting held September 7th and the previous meeting held August 3rd. Board member reviewed notes. Tom proposes handing over used book sale to the Friend's Group. More volunteers are needed for regular maintenance of the used book room.

=> Nathalie submitted combined notes from the last Art Exhibition Committee meeting held August 23rd and the previous meeting held July 13th. Board members reviewed notes. No actions or proposals made.

=> Nathalie submitted notes from the last Finance Committee meeting held July 31st. The committee reviewed the mid year budget which showed a major narrowing of the deficit. Board members reviewed notes. No actions or proposals made.

Issues to vote on:

=> Approval of quotes for accessible ramp and bathroom upgrades: Board members reviewed three bids received for the scope of work. Chrissy recommends Proline Homes at \$23,400. Timing for work is spring 2024. David makes a motion to approve the bid by Proline Homes. All in favor. **Motion approved.**

=> Approval of resolution to remove Felice Castellano from the Operating Account at Community Bank: Board members reviewed the resolution. Nathalie makes a motion to accept resolution. All in favor. **Motion approved.**

Old Business:

=> Benefits program for staff: David will continue researching retirement benefits and possibly HSA accounts.

New Business:

=> Chrissy continues to seek bids from engineers for a feasibility study for the drainage issue. Only one bid has been obtained. CWC is paying for the study (up to \$9,000) to be completed within 2 years. The board discussed overriding the three bid policy since the cost will be paid by CWC. A vote will be taken at the next board meeting.

=> Landscaping around the property: Board members discussed landscaping needs and potential tree removal due to the new septic system design. Donna proposed having an independent arborist or forest professional to look at the trees within the new septic design. Chrissy is likely to obtain an extension for the septic project.

=> Planned Giving: Board members discussed ramping up the Planned Giving program and using outside resources like [FreeWill.com](https://www.freewill.com) to help with research, education, and outreach to the community. Kim shared information from recent meetings with a representative from FreeWill. More information and discussion is needed, and likely the formation of a Planned Giving committee.

Director's Report:

=> Chrissy updates on Long Range Plan survey. The survey is available online, in paper form at the library, and via a QR code on the latest rack card.

=> Chrissy updates on receiving a Little Free Library from a library in NJ. Board members discussed where to place it in the community, potentially Olives in Shokan. Chrissy is working with the Friend's Group to coordinate placement and oversight.

=> Chrissy updates on purchasing sound system items like a mic and speakers. Board members are encouraged to check out a demo of the system.

Treasurer's Report:

=> Nathalie submitted the July and August Treasurer's report. Board members reviewed reports.

Visioning:

=> Nathalie suggested a new banner for the exterior sign for when there are no events coming up. The new banner could have the library's URL, just so something is showing in that space at all times.

Motion to Adjourn made by Fara. Meeting adjourned at 7:55 pm.