

OLIVE FREE LIBRARY
Board of Trustees Meeting
January 17, 2024

In attendance:

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

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

The meeting, held in person at the library, was called to order at 6:37 pm by David Edinger.

Approval of Consent Agenda:

=> Consent Agenda: Items included are December minutes, prepayments list, donations, and warrants list. Board members reviewed items before the meeting. David points out typo in the minutes. Melissa notes that warrants list includes a double payment to Tall Timber Tree for \$1,000. Extra payment will be credited for future work on removal of hedges. No change to the warrants made. Nathalie makes a motion to accept the Consent Agenda with correction to minutes. All in favor. **Motion approved.**

Issues to vote on:

=> Approval of adding Melissa to the Community Bank account: Board members reviewed the Resolution. Nathalie makes a motion to approve the Resolution. All in favor. **Motion approved.**

=> Approval of contracting with Chrissy to help with Annual Report: The board discussed how the Annual Report will be prepared and filed by the due date Feb 16. Chrissy can help along with Shea who is already doing a lot of work on it. Nathalie makes a motion to accept a contract with Chrissy for up to 15 hours at \$25 per hour. All in favor. **Motion approved.**

=> Approval of meeting dates for 2024: Board members reviewed the proposed dates for board meetings in 2024. June meeting should be June 26 instead of the June 19. Nathalie makes a motion to approve the dates with changes. All in favor. **Motion approved.**

=> Approval of Financial Review accountant: Two quotes have been received but we need a third bid according to Purchasing Policy. Melissa will try to obtain one more quote. Vote tabled until third bid received.

=> Approval of new Bookkeeper: Nathalie summarized the three candidates she found for Bookkeeper. Board members discussed the candidates. Nathalie makes a motion to accept Holly Downie as the new Bookkeeper. All in favor. **Motion approved.**

Committee Reports:

=> Nathalie submitted notes from the last Art Exhibition Committee meeting held January 4, 2023. Board members reviewed notes. Nathalie updates on the next art opening to be held this coming Saturday. No actions or proposals made.

=> Kim submitted notes from the last two Planned Giving Committee meeting held December 14 and January 11. Board members reviewed notes. A discussion ensued about a legacy society and how to thank/honor past and future donors. Tom suggests using the wall where the rock and shell case is to display donor names. The committee proposes using GiveButter for donations on the website instead of the current PayPal.

=> Kim submitted notes from the last Building Committee meeting held January 4, 2023. Board members reviewed notes. A discussion ensued about the garage building and removing the book mobile. The committee proposes replacing ceiling tiles, painting the grid, and replacing the floor downstairs with similar cork flooring in community room. Board members liked these ideas. A construction grant could help pay for new flooring. David asked about the sink hole in the garage and having it looked at.

=> Personnel Committee: No notes submitted or meeting had. David and Donna discussed topics for a meeting when one is scheduled, including director resignation policies and health care benefits.

New Business:

=> David updates on request from MHLS Ulster County board members asking if they can send someone out to attend a board meeting. The purpose is to observe and perhaps give advice for better meetings. Board members agreed. David will reach out and set up a time for attending one of the next few meetings.

=> Melissa updates new ideas for staff structure and responsibilities. She proposes giving Dan more responsibility for building and grounds, hiring a new clerk, and giving Amy more hours. Melissa will work within the budgeted amount for personnel to change and tweak salaries and hours.

Director's Report:

=> Melissa updates on grant received for \$5,000 from Frank Almquist. She will use the money for digitizing more historical records.

=> Melissa updates on furniture purchase. She'd like to order one love seat and three chairs with separate tablet tables. She will work with the Friend's Group for funding.

=> Melissa updates on hosting a group of university students from Columbia again. They will tour the museum room and potentially meet local families.

Treasurer's Report:

=> Nathalie submitted the December report. Board members reviewed report.

Motion to Adjourn made by Nathalie. Meeting adjourned at 8:15 pm.