

Sherrill-Kenwood Free Library Board of Trustees Meeting

April 18, 2023 @ 5pm

Call Meeting to Order / Roll Call / Acceptance of Agenda

- Meeting called to order at 5:02 pm
- Board Members Present: Lauren MacDonald- President, Daryk Macrina- Vice President, Rachel Sayles- Secretary; Tracy Chieco- Treasurer, Cathi Brewer, Katie Falkenmeyer, Mary Lou Sayles, Jolene Vanderhoof
- Others present: Bill Loveland- Library Director
- Move to Accept Agenda made by Tracy Chieco, second by Mary Lou Sayles

Review and Approval of Meeting Minutes

- Discussion
- Motion to accept February Meeting Minutes- Made by Daryk Macrina and second by Cathi Brewer

Public Comment

- No public comment

Friends of the Library Report

- Friends of the Library written update from Nancy Carroll- Attended Verona and Vernon Town Board meetings about library boxes. Followed up with email and will contact the Verona Fire Department.
- Contacted St. Helena for Book sale. Will be held Sept 14-16 2023

Treasurer's Report

- Discussion- Have summary statement to simplify from G&W
- Motion to approve February Report- made by Jolene Vanderhoof and second by Mary Lou Sayles
- Motion to approve March Report- made by Mary Lou Sayles second by Cathi Brewer

Committee Reports

- Executive Committee:
 - Report:
 - Approved a rebalance of funds in General Fund as recommended by the advisor on April 1.
 - Voted against a rebalance of funds in the Endowment Fund on April 1.
- Buildings and Grounds:
 - Project proposal for FY2023-24 NYS Construction Grant: Three top items in need to repair:
 - Boiler and hot water system
 - Front door power assist
 - Additional 12 power outlets upstairs

- Potential for spring cleanup from Bobby Davis- prune shrubs/tree, topsoil, reseed, etc. - once in writing with signature will bring to executive committee for approval
- Waiting for windows to be installed with update
- Nominating Committee:
 - Looking for new members
- Policy Committee:
 - Motion to approve Circulation Policy made by Katie Faulkenmeyer, Daryk Macrina second
 - Motion to approve Records Retention and Removal Policy made by Rachel Sayles, second by Jolene Vanderhoof
 - First reading of Use of Public Space Policy
 - First reading of Public Posting Policy
 - First reading of Emergency Closing Policy
 - Discussion of matching personnel policy
 - First reading of Public Relations Policy
 - First reading of Social Media Policy
 - Discussion and some edits
 - First reading of Photography & Filming Policy

Director's Report

- Director's Report
 - Update on Bennati Fund for children's space.

Unfinished Business

- Remaining Meeting Dates for 2023
 - Tuesday, May 16
 - Tuesday, June 20
 - Tuesday, August 1
 - Tuesday, September 19
 - Tuesday, October 17
 - Tuesday, December 5
 -

Motion to move into executive session made by Lauren MacDonald, second made by Cathi Brewer at 5:48pm

Motion to exit executive session at 6:14pm

Move to create AD-HOC personnel committee made by Lauren MacDonald and second made by Tracy Chieco

Adjournment motion made by Mary Lou Sayles and second by Jolene Vanderhoof at 6:18pm

Next meeting: May 16, 2023 @ 5:00 pm