

# Sherrill-Kenwood Free Library Board of Trustees Meeting

## May 16, 2023 @ 5pm

### Call Meeting to Order / Roll Call / Acceptance of Agenda

- Meeting called to order at 5:01pm
- Board Members Present: Lauren MacDonald- President, Daryk Macrina- Vice President, Rachel Sayles- Secretary; Cathi Brewer, Katie Falkenmeyer, Jolene Vanderhoof
- Excused: Mary Lou Sayles, Tracy Chieco- Treasurer
- Others present: Bill Loveland- Library Director, Rashmi Bismark
- Move to Accept Agenda made by Daryk Macrina and second by Jolene Vanderhoof

### Review and Approval of Meeting Minutes

- Discussion
- Motion to accept April Meeting Minutes- Made by Jolene Vanderhoof, second by Cathi Brewer

### Public Comment

- No public comment

### Friends of the Library Report

- Have own bank account
- Vernon walking trail and in Vernon Center by the post office for book boxes, permission for book box in Verona
- Meeting next thursday May 25th 2023

### Treasurer's Report

- Discussion of formalities on line items, have "Year To Date" and monthly report on one spreadsheet
- Motion to approve April Report- made by Katie Faulkenmeyer, second by Daryk Macrina

### Committee Reports

- Executive Committee:
  - Report:
    - Approved contract with Bobby Davis for spring cleanup on April 21 as discussed at the April Board meeting
    - Approve windows expenditures on April 23
    - Approved investment proposal from Community National Bank on May 1
- Buildings and Grounds:
  - Buildings and Grounds: Update
    - Completed window project
    - Meeting to discuss next round of upgrades for Construction Grants (75% reimbursement by state)
      - New boiler/hot water heater combination

- Power assist door
  - Electrical outlets upstairs
  - Bobby Davis came and continuing Spring clean up, hopeful to be done by Memorial Day
- Nominating Committee: Update
  - New potential board member present
  - Awaiting NYS to approve new board member staggering terms
- Policy Committee:
  - Motion to approve Use of Public Space Policy made by Katie Faulkenmeyer second by Daryk Macrina
  - Motion to approve Public Posting Policy made by Rachel Sayles second by Jolene Vanderhoof
  - Motion to approve Emergency Closing Policy and matching personnel policy made by Katie Faulkenmeyer second by Cathi Brewer
  - First reading of Public Relations Policy
  - First reading of Social Media Policy
  - First reading of Photography & Filming Policy
- Personnel Committee
  - Annual Review form for discussion and approval, semantic changes on form
  - Motion to approve made by Katie Faulkenmeyer second made by Daryk Macrina

## Director's Report

- Director's Report
  - Sherrill-Kenwood Community Chest donation of \$5,000
  - Bennati Memorial Project completed in Children's room
  - Discussed summer hours of library, summer programs, and story times to continue

## Unfinished Business

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

## New Business

- None

## Executive Session

- Started at 6:01 pm - Bill invited to remain in session
- Ended at 6:12 pm

Motion to adjourn made by Jolene Vanderhoof, second by Katie Faulkenmeyer at 6:14pm

Next meeting: June 20, 2023 at 5 pm