

Sherrill-Kenwood Free Library Board of Trustees Meeting

August 1, 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, Mary Lou Sayles
- Excused: Tracy Chieco- Treasurer
- Others present: Bill Loveland- Library Director, Nancy Carroll- President of Friends of the Library
- Move to Accept Agenda made by Daryk second by Cathi

Review and Approval of Meeting Minutes

- Discussion
- Motion to accept June Meeting Minutes made by Jolene second by Katie

No Public Comment

Friends of the Library Report

- Friends of the Library update from Nancy Carroll
- Separate checking account
- Three library boxes up and running- Verona, Vernon Center, Vernon
- \$1,000 donation to imagination library
- Looking for reusable bags for book sale
- Book Sale- September 15-16th 2023

Treasurer's Report

- Discussion
- Motion to approve June Report made by Daryk and second made by Cathi

Committee Reports

- Buildings and Grounds:
 - Update of Scope and Sequence
 - Electricity for "Blue Button" for accessibility will continue
 - Per ADA- library needs to update doorway opening
 - Motion to approve FY23-24 NYS Construction Grant Project Application made by Daryk and second made by Rachel
 - Lauren signed the assurances form for the NY State Construction Grant
- Personnel Committee:
 - Discussion on Youth Services Coordinator position
 - Motion to approve to offer full time position for YSC made by Mary Lou second by Jolene

- Policy Committee:
 - Approval of Programming Policy motion made by Daryk second by Cathi
 - Approval of Internet Use Policy motion made by Mary Lou second by Jolene
 - Approval of SKFL Bylaws (election provision update)- All Vote Yes
 - Approval of Disaster & Business Continuity Plan motion made by Katie second by Rachel
 - Approval of Sexual Harassment Policy motion made by Jolene second made by Cathi
 - Approval of Procurement Policy (minor update) motion made by Katie second made by Mary Lou
 - Update to formatting of policy manual
- Nominating Committee
 - Acceptance of resignation- Tracy Chieco due to personal reasons
 - Vote to fill vacancy term of Tracy- Rashmi Bismark - All vote Yes
 - Vote to elect treasurer for remainder of 2023 year- Cathi Brewer - All vote Yes

Director's Report

- Director's Report Highlights-
 - Children's books circulation three times higher this month
 - Children summer reading program has over 100 members
 - Imagination Library pending paperwork for VVS members
 - Flu/Vaccine clinic- further discussion
 - Pop up book sale was successful

Unfinished Business

- Remaining Meeting Dates for 2023
 - Tuesday, September 19
 - Tuesday, October 17
 - Tuesday, December 5

New Business

- Summer 2023 Community Survey Update: Call for board member to serve on committee
- Trustee Training/Sexual Harassment Training Reminder
- Set Finance Committee meeting for next year's budget

Adjournment

- Motion made by Mary Lou and second by Jolene at 6:23pm

Next meeting: Tuesday, September 19 @ 5:00 pm