

Livingston Manor Free Library Minutes

September 27, 2021

Present- Ms. Hines, Mrs. Hemmer, Ms. Farrell, Mr. Shultz, Ms. Feuerstein, Ms. Edwards, Ms. Tromblee, Mr. Moreton, Ms. Schmidt

Absent- Ms. Sanborn, Mr. Steinhauer, Ms. MacManus

5:10- Meeting called to order by Ms. Hines

Motion to approve August minutes by Mr. Shultz, seconded by Ms. Feuerstein- unanimously approved

Treasurer's Report

Motion to approve the financial reports submitted by Anne Johansen by Ms. Farrell, seconded by Mr. Shultz, unanimously approved.

The Board requests the 2020 IRS 990 for review. Ms. Hines reported that Ms. Johansen will be revising the standard budget status reports to consolidate the personnel/payroll expense lines. Discussion centered around funds currently available to add staffing, which would ensure that Ms. Tromblee is not left on her own at the Library. Further request is that review of the 990 before submission becomes common practice.

Nominating Committee

The Committee, along with Ms. Farrell and Ms. Tromblee, will meet soon to review and confirm trustee terms. Ms. Tromblee requests that the Committee bring a formal motion to the October Board meeting confirming unfilled terms being filled by the three newest members along with terms for every trustee – for the record and for reporting to RCLS.

Long Range Planning Committee

Results of the survey will be reported at the November board meeting. The Board requests that a draft long range plan be shared with the full Board in advance of the November meeting.

Buildings and Grounds

Mr. Harris declined to finish the project, all money and supplies have been returned to the library.

Stefan Martinovic (stef7321@gmail.com) has offered to share his contractor with the library for a possible estimate. Ms. Tromblee and Ms. Feuerstein will be in touch with him for a possible meeting Friday.

Fundraising & Outreach Committee

Thank you to Upward Brewing Company for offering their venue for the very successful silent auction held Saturday, September 25th!

The auction raised a projected \$3,357 in bid donations as well as a \$500 outright donation!

Motion by Mr. Shultz and seconded by Ms. Edwards to extend appreciation and recognition to the service and goods contributors by attaching a roster of these generous businesses and individuals to these minutes.- unanimously approved. Ms. Edwards will provide Ms. Tromblee with the up-to-date listing.

Ms. Tromblee suggests that Manor Ink include a thank you with a heart to our supporters of this fundraiser.

Trustees will divide the contributors' list to write thank you cards to each. Ms. Hines will draft a letter on behalf of the Library to thank donors as well.

Halloween party community builder will take place on October 31st with a rain date of the 30th.

Book sale fundraiser will take place December 11th and 12th with set up the 10th.

Director's report available upon request. Mr. Shultz asked Ms. Tromblee to report on how she feels about the the progress being made thus far in her tenure. Ms. Tromblee commented on the many ongoing activities of running the Library and that she is especially pleased with the increasing number of patrons and activities and expects this trend to continue next year.

New Business:

Ms. Hines requested that the Board approve the proposed RCLS budget. Motion to approve the RCLS budget by Mr. Shultz, seconded by Ms. Feuerstein- unanimously approved.

Ms. Hines reported that she is working with Van Morrow to produce sweatshirts for trustees and staff in time for the Halloween party.

Next meeting will be in person at the library on Monday, October 25th at the Library. No Zoom option will be available.

The November meeting will take place early on Monday November 22nd, also at the Library. No Zoom option will be available.

6:10 p.m. Motion to adjourn by Mr. Shultz, seconded by Ms. Schmidt