

Livingston Manor Free Library

Minutes

November 22, 2021 via Zoom

Present-Ms. Hines, Ms. Hemmer, Mr. Shultz, Ms. Feuerstein, Ms. Edwards, Ms. Tromblee, Mr. Moreton, Mr. Steinhauer, Ms. Sanborn, Ms. Schmidt, Ms. MacManus

Absent- Ms. Farrell,

5:00- Meeting called to order by Ms. Hines

Motion to approve October minutes by Mr. Shultz, seconded by Mr. Moreton- unanimously approved

Motion to approve Chelsea Harlan as administrative library clerk, Jessica Davis as Youth Services Library Clerk, Eilis Cahill as assistant library clerk and Demi Budd as student library clerk by Mr. Shultz, seconded by Mr. Steinhauer, unanimously approved

Director's Report

Numbers of library patrons have been rising as well as those participating in the grab and go craft activities.

Motion to adopt the holiday schedule for 2022 as set forth in the agenda by Mr. Shultz, seconded by Mr. Moreton, unanimously approved. [attached]

-request for discussion in the future about expanding library hours

Nominating Committee

Motion by Mr. Shultz, to adopt the updated and corrected terms for 2021 library trustees, reelection of four trustees, and 2022 slate of officers, seconded by Mr. Steinhauer, unanimously approved [attached]

Motion by Mr. Shultz, to adopt a resolution of appreciation for retiring trustee Virginia Sanborn seconded by Ms. Feuerstein, unanimously approved. [attached]

Treasurer's Report

Motion to approve the September and October financial report by Mr. Steinhauer, seconded by Mr. Shultz, unanimously approved

Cash balance \$70,314.90
Savings account \$28, 95.37
Restricted savings \$20,000

No unusual or large expenses

Per the director's employment contract she will receive her IRA contribution for the period November 30th 2020 through November 29th 2021 in the amount of \$1,140.

At the January 2022 meeting we should determine the appropriate amount to be transferred from unrestricted cash to a reserve account based on projected needs.

Long Range Planning Committee

Motion to approve the planning committee report for 2021-2026 by Mr. Steinhauer, seconded by Mr. Shultz, unanimously approved

Long range planning committee will give a presentation in January, amending as needed

Buildings & Grounds

There is no major update on proposed capital projects. However, Ms. Hines reported that Dave Forshay has volunteered to oversee the bathroom renovation. He will expect reimbursement for any supplies and materials but the Library has already purchased flooring and some other items.

Motion to recognize Mr. Forshay as a 'prince among men' for his selfless efforts to improve our library by Mr. Shultz, seconded by Ms. Hines and unanimously approved

Fundraising Committee

Pizza Halloween Community Builder Event was a huge success

Book sale will be December 11 – 12 from 10 a.m. to 2 p.m. both days. Ms. Feuerstein has secured several locations to drop off unsold books at the conclusion of the fundraiser.

2021/ 2022 Trustee Meeting Schedule

In 2022, library trustee meetings will be held the 4th Thursday of the month at 4:30 at the library. Outlook invitations will be sent by Ms. Hines

Note: There will not be a December 2021 meeting of trustees.

Executive Session for Personnel Matter

5:42 p.m. Motion by Mr. Shultz to move into executive session to discuss findings of the performance review for Stacey Tromblee, seconded by Ms. Hemmer, unanimously approved.

6:10 p.m. Motion to close executive session and continue regular meeting by Mr. Shultz, seconded by Ms. Feuerstein, unanimously approved.

Motion for a 5% cost of living salary increase effective January 1, 2022 for Ms. Tromblee, Ms. Davis and Ms. Cahill by Mr. Steinhauer, seconded by Mr. Moreton and unanimously approved

Motion to adjourn by Mr. Shultz, seconded by Mr. Steinhauer, unanimously approved.

Respectfully submitted,
Ms. Hemmer
L.M.F.L. Secretary

Approved 2022 Holiday Schedule:

January 1, New Year's Day
Third Monday in January, Martin Luther King, Jr. Day
Third Monday in February, President's Day
Last Monday in May, Memorial Day
July 4, Independence Day
First Monday in September, Labor Day
Second Monday in October, Columbus Day / Indigenous People's Day
November 11, Veteran's Day
Fourth Thursday in November, Thanksgiving Day
Friday after Thanksgiving, Day after Thanksgiving
December 24, Christmas Eve
December 25, Christmas Day***
December 26, Day After Christmas

Trustee Terms, re-election and officers resolution from the Nominating Committee:

Updated ending dates of the current terms of each Trustee are confirmed to be as follows:

Amy Hines – 12/31/21

Vera Farrell – 12/31/21

Marge Feuerstein – 12/31/21

Virginia Sanborn – 12/31/21

Samantha McManus – 12/31/21 (fulfilling term of Lena Lundquist)

Antoinette Schmidt – 12/31/22

Paul (Terry) Shultz – 12/31/22

Michele Hemmer – 12/31/23

Art Steinhauer – 12/31/23

Daniel Moreton – 12/31/23

Megan Edwards – 12/31/23

Reelection of trustees confirmed as follows: Ms. Hines, Ms. Farrell, Ms. Feuerstein and Ms. McManus are each reelected to the Board of Trustees for new three years terms expiring 12/31/24.

Election of 2022 officers: Ms. Hines is elected President, Ms. Farrell is elected Vice President, Mr. Steinhauer is elected Treasurer and Mr. Moreton is elected Secretary of the Library for one-year terms expiring 12/31/22.

Resolution of appreciation for retiring trustee Virginia Sanborn:

***Virginia Sanborn
Livingston Manor Library Trustee
2012 - 2021***

*Fearless, principled, speaking your mind, as trustee and treasurer you have protected our resources, challenged absurdity and given us common sense and a joie de vivre.
We are deeply grateful for your service, your wisdom, dedication, loyalty and care.*

*We thank you!
Board of Trustees
Livingston Manor Free Library
November 22, 2021*