

**Livingston Manor Free Library January Board Meeting Minutes
January 27th, 2022 via Zoom**

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

4:35- Meeting called to order by Ms. Hines

The Meeting began with the installation of elected trustees and officers as resolved and confirmed in the November minutes as follows:

Installation of trustees confirmed as follows:

McManus, Hines, and Farrell are each reelected to the Board of Trustees for new three years terms expiring 12/31/24.

Installation 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.

Committee assignments and members have been finalized according to email sent to the board by Amy Hines 1/11/22. Additionally, Antoinette Schmidt has joined the Fundraising and Outreach Committee.

Motion to approve November minutes by Vera Farrell, seconded by Mr. Moreton- unanimously approved

Director's Report (Full report available upon request)

- On 1/12 the LMFL began giving out K95 masks to patrons
- On 1/20 the LMFL also began offering at-home covid tests to the public
- Lego Club on November 4th had 9 participants.
- Yarnivores - Knitters program in December had 2 participants.
- Peace and Poetry Program with Sullivan County Poet Laureate Eric Baylin held on December 11th had 10 attendees.
- At the close of 2021 we have received a total of \$10,095 from the annual drive. We received 10 donations of \$250 or more.
- LMFL added 12 new card-carrying patrons in November and 13 in December
- Saturday patrons were 20 in November, and 23 in December

Ms. Feuerstein requested a discussion about expanding Saturday library hours. **Action:** It was agreed that a full discussion on Saturday hours will be added to a future meeting.

Discussion took place about the Library e-newsletter. Mr. Steinhauer recommended that the LMFL send out a newsletter every month, pointing out that no January newsletter was sent out. Ms. Tromblee pointed out that it was previously agreed that she would send out the newsletter on a quarterly basis. **Action:** Ms. Hines requested that the Long-Range Planning Committee take up the issue and report back to the full board.

Discussed took place about how the Library could increase social media outreach. Ms. Edwards offered to assist with social media postings. **Action:** Ms. Hines requested that Ms. Edwards and Ms. Tromblee meet to determine how best to proceed with that.

Action: Ms. Hines encouraged Ms. MacManus to discuss the LMFL social media strategy with a marketing consultant who she believes could advise the Library Director and the Outreach and Fundraising Committee.

Finance Committee

2021 ended with a \$11,440 surplus against budget.

2022 budget shows a \$20,000 deficit that can be covered by savings if that comes to be.

Mr. Steinhauer requested we adopt a resolution to notify the School Board that the Library reserves the option of a tax levy increase for 2023 that goes above the 2% cap.

Motion to approve the tax cap override resolution below by Ms. Feuerstein, seconded by Mr. Moreton- - unanimously approved:

Whereas, the adoption of the 2023 budget for the Livingston Manor Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Livingston Manor Free Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on 1/27/2022.

\$10,095 was raised by the 2021 annual appeal - less \$1,500 in appeal expenses- \$8,595 to be added to restricted savings (or the reserve account) on the balance sheet. This will bring that account entry to \$28,595.

Motion to allocate funds from annual appeal to a construction savings fund for the outdoor deck by Mr. Shultz, seconded by Ms. Hemmer- unanimously approved

Motion to approve the financial report by Mr. Shultz, seconded by Ms. Hemmer, unanimously approved.

Long Range Planning Committee (5-year plan presentation available upon request)

Presentation overview (based on December draft):

- Mission and Vision Statements
- Building
- Collection
- Programs and Services
- Staffing

- Technology
- Funding
- Board of Trustees
- Advocacy and Collaboration
- 2021 Survey Results and Comments

Action: Final 5-year plan presentation to be shared with the board after final edits following up the Board discussion. Any notes or suggestions due to committee by 2/18.

Meagan Edward agreed to attend Rotary Club Dinner to discuss ways to connect the LMFL and the LMCS to the Rotary Club.

Old Business

Ms. Tromblee reviewed the 2021 survey results (available upon request).

Ms. Hines reported that Library bathroom renovations will take place in February 2022.

Ms. Schmidt wishes Mr. Moreton a Happy Birthday! All in favor!

Motion to adjourn January meeting by Paul Shultz, seconded by Ms. Schmidt -unanimously approved.

Meeting adjourned at 5:37 pm