

LIVINGSTON MANOR FREE LIBRARY
Board of Trustees
Meeting Minutes

Monday, January 9, 2023
5 p.m. – 6:15 p.m.
Location: Library in person

The meeting was called to order by President Amy Hines at 5:00 p.m.

Trustees Present: Amy Hines, Marge Feuerstein, Terry Shultz, Vera Farrell, Peggy McGuire, Art Steinhauer, Meg McNeil, Michele Hemmer, Samantha MacManus, Elizabeth Fosnight

Trustees Absent: Daniel Moreton

The meeting commenced with the installation of 2023 trustees and officers. The terms of the slate of trustees and officers begins as of 1/9/2023. The slate is attached to these minutes.

The president confirmed that the meetings of The Board for 2023 and will be held on the second Monday of the month from 5:00 – 6:15 pm.

Committee and task force assignments were presented for 2023.

There was a motion to approve November 2022 Meeting Minutes.

Motion to approve by: Art Steinhauer

Seconded: Meg McNeil

Motion Passed

President Amy Hines presented an overview of 2023 Board responsibilities including:

- Each board member is required to take two hours (in additional to sexual harassment training) in training
- Amy covered the responsibilities of Library Trustees and the checklist for effective Library Trustees

The president presented our 2023 focus on the future of the facility as it serves the community.

There will be a Board Retreat from 4:30 – 6:30 at Barnfox on January 30th, 2023 focused on future visioning.

Finance Committee Report: Presented by Financial Officer Art Steinhauer

Checking Balance: \$29,824

Saving Account: \$56,706,

Manor Ink Account: \$32,393

There was a motion to approve Finance Committee Report.

Motion to approve by: Terry Shultz

Seconded: Samantha MacManus

Motion Passed

Director's Report: Presented by Library Director Peggy McGuire

Peggy presented the Director's Report that is attached to the meeting minutes. There was a brief discussion about the new position for a Communications Specialist. At the recommendation of the Library Director, a motion was made to appoint Nigel Cronk to the position.

Motion to approve by: Terry Shultz

Seconded: Michele Hemmer

Motion Passed Unanimously

Nominating Committee: Presented by Terry Shultz

The board reviewed the committee and task force assignments for 2023.

The Board reviewed the current vacancies and had a brief discussion on skills sets needed for the board and the process to bring forward new candidates for board approval.

Future Planning Task Force: Presented by Terry Shultz

There was a brief discussion about the upcoming retreat at Barn Fox. Amy Hines requested input from all trustees on the agenda. She will provide the objectives and agenda in advance of the meeting.

Building and Grounds Committee: Presented by Vera Farrell

A list of 2023 priorities for maintenance of the building and grounds was presented by chair Vera Farrell. Estimates are being requested for several items, including:

- Maintenance of the carpet on ground floor
- Interior painting
- Porch flagstone repair and columns
- Insulation of the upstairs closet

Ms. Farrell recommended that the Director move forward with the proposal for the new basement door.

Other Old Business:

The activation of a Venmo account for fundraising and to receive donations was researched by Samantha and requires connection to our existing PayPal account. Peggy and Samantha will follow-up on this and the non-profit designation that will ensure fees are not charged for donations. This will also allow people to set up monthly giving to the library.

A round of thank yous was given to all who planned and attended the Volunteer and Staff party hosted at Upward Brewery. Thank you cards were sent to several people who made the party possible.

New Business:

Peggy presented the updates to the Personnel Policies. There was a brief discussion on the Reserve Fund Policy for 2023 and the Gift Acknowledgment Policy for 2023.

There was a motion to approve the: Personnel, Reserve Fund, and Gift Acknowledgment policies for 2023.

Motion to approve by: Vera Farrell

Seconded: Terry Shultz

Motion Passed

There was a motion to adjourn the meeting.

Motion to adjourn by: Terry Shultz

Seconded: Art Steinhauer

Motion Passed

Meeting adjourned at 6:17 p.m.

INSTALLATION: RENEWED TERMS AND OFFICERS FOR 2023

Elected to a term beginning 1/1/2023 and ending 12/31/2025

Terry Shultz

Elected 2023 Officers:

Amy Hines, President

Paul (Terry) Shultz, Vice President

Art Steinhauer, Treasurer

Elizabeth Fosnight, Secretary

Vera Farrell, President Emeritus

New lineup of trustees and terms, by class year, effective beginning in January 2023:

| | Name | Term Ends |
|----|--------------------|------------------|
| 1 | Art Steinhauer | 12/31/23 |
| 2 | Meg McNeil | 12/31/23 |
| 3 | Daniel Moreton | 12/31/23 |
| 4 | Michele Hemmer | 12/31/23 |
| 5 | Vacant | 12/31/23 |
| 6 | Amy Hines | 12/31/24 |
| 7 | Elizabeth Fosnight | 12/31/24 |
| 8 | Marge Feuerstein | 12/31/24 |
| 9 | Samantha MacManus | 12/31/24 |
| 10 | Vera Farrell | 12/31/24 |
| 11 | Terry Shultz | 12/31/25 |
| 12 | Vacant | 12/31/25 |
| 13 | Vacant | 12/31/25 |

Livingston Manor Free Library

Director's Report

Peggy McGuire

January 9, 2023

News

- Nigel Cronk accepted the offer to serve in the position of Communications Specialist.
- Jess Davis has the new title of Library Clerk and Programs Coordinator.
- Two new public computers were installed and networked by the RCLS IT Dept.
- Dan Porter ran a new computer cable from the circ desk through the basement to the new computers.
- Martha Sullivan, from the RCLS Electronic Resources Dept., conducted an in-person staff training on the WorkFlows integrated library software for all of our staff members.
- The new library hours went into effect on January 1st.
- A new staff schedule has been implemented in accordance with the new hours.
- The library closed early on three days and closed entirely on one day in December due to inclement weather. Unfortunately, this forced a cancellation of the library's Holiday Gathering.
- The library has adopted a new logo based on Carolyn Bivins' design for the tagline "The World on Main Street."

Director's Recent Activities

- Presented a training on the library's digital resources app, Libby. Will plan to do this monthly.
- Applied for a grant from Random House for Juneteenth programming in conjunction with Liberty Library.
- Submitted an application to DVAA to fund the Sullivan County Poet Laureate Project for 2023.
- Met with Sally Wright about possible collaborations with CAS.
- Met with Maria Bivins about the Livingston Manor Farmers Market, the Food Pantry and the work of the Chamber. Signed the library up for a spot at the weekly Farmers Market. Volunteers will be sought to staff a table to promote the library and share stories with children visiting the market.
- Attended two live remote seminars at Rural Libraries Conference on teen programming and community collaborations.

One-Time Programs

- November-Medicare 101 via Zoom with James Farnham...2 participants
- December-Libby Workshop with Peggy...3 participants
- December-Saturday Holiday Storytime...3 kids
- December- Movie for kids during winter break...6 kids

Trustees

Upcoming webinars listed below. Registration required.

Trustees are required take the NYS anti-harassment training annually. A minimum of two hours of additional training is required annually starting in 2023. For information on this requirement, visit <https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

RAMAPO CATSKILL LIBRARY SYSTEM

TRUSTEE TRAINING

Click on the links below to register

Tuesday, January 10, 2023, Time: 6:00pm - 7:00pm

[Trustee Training Tuesdays: Board Governance](#)

Tuesday, February 7, 2023, Time: 6:00pm - 7:00pm

[Trustee Training Tuesdays: Open Meeting Law](#)

| 2022 | July | August | September | October | November | December |
|---------------------------|-------------|-------------|-------------|---------|----------|----------|
| Library Patron Visits | 666 | 554 | 470 | 428 | 354 | 369 |
| Saturday Patrons | 67 | 39 | 39 | 42 | 57 | 42 |
| Tuesday Storytime kids | 84 | 40 | 9 | 8 | 18 | 5 |
| LEGO Club kids | N/A | N/A | 6 | 10 | 7 | 15 |
| Chess Club | N/A | N/A | 0 | 5 | 0 | N/A |
| Book Club | 7 | 6 | 7 | 7 ? | | 11 |
| Craft Kits distributed | 80 | 100 | 29 | 30 | 28 | 27 |
| Scheduled Tech Assistance | N/A | N/A | N/A | 0 | 2 | 0 |
| | (7/28 only) | 9 mentors | 14 mentors | | | |
| Manor Ink | 3 mentors | 15 students | 34 students | | | |
| | 5 students | | 3 guests | | | |

Previous Month's Circulation

| | 2021 | 2022 | 2023 |
|--------------|-------------|-------------|------|
| January | 418 | 356 | |
| February | 392 | 423 | |
| March | 494 | 380 | |
| April | 401 | 402 | |
| May | 351 | 468 | |
| June | 521 | 604 | |
| July | 678 | 605 | |
| August | 671 | 797 | |
| September | 512 | 450 | |
| October | 415 | 397 | |
| November | 361 | 377 | |
| December | 386 | 340 | |
| TOTAL | 5600 | 5599 | |

New User Registration

| | 2021 | 2022 | 2023 |
|--------------|-----------|------------|------|
| Jan-Adults | 2 | 3 | |
| Kids | 0 | 0 | |
| Feb-Adults | 2 | 2 | |
| Kids | 0 | 2 | |
| Mar-Adults | 1 | 2 | |
| Kids | 0 | 0 | |
| Apr-Adults | 4 | 5 | |
| Kids | 0 | 0 | |
| May-Adults | 3 | 6 | |
| Kids | 0 | 0 | |
| Jun-Adults | 12 | 9 | |
| Kids | 3 | 3 | |
| July-Adults | 20 | 7 | |
| Kids | 2 | 3 | |
| Aug-Adults | 6 | 19 | |
| Kids | 1 | 3 | |
| Sept-Adults | 10 | 11 | |
| Kids | 0 | 12 | |
| Oct-Adults | 8 | 13 | |
| Kids | 0 | 2 | |
| Nov-Adults | 11 | 6 | |
| Kids | 1 | 0 | |
| Dec-Adults | 13 | 7 | |
| Kids | 0 | 3 | |
| TOTAL | 99 | 118 | |

eBooks and eAudiobooks/Our Patrons

| | 2021 | 2022 | 2023 |
|--------------|-------------|-------------|------|
| January | 176 | 120 | |
| February | 146 | 111 | |
| March | 115 | 123 | |
| April | 127 | 118 | |
| May | 128 | 136 | |
| June | 136 | 139 | |
| July | 80 | 124 | |
| August | 114 | 156 | |
| September | 109 | 143 | |
| October | 111 | 136 | |
| November | 94 | 118 | |
| December | 77 | 149 | |
| TOTAL | 1413 | 1573 | |