

**Livingston Manor Free Library  
Board Meeting Minutes, November 22, 2022**

**Meeting called to order by:** President Amy Hines at 5:12 p.m.

**Trustees Present:** Amy Hines, Art Steinhauer, Terry Shultz, Meg McNeil, Michele Hemmer, Marge Feuerstein, Samantha MacManus, Daniel Moreton, Antoinette Schmidt, and Elizabeth Fosnight. Peggy McGuire, Library Director was also present.

**Trustees Absent:** Vera Farrell

**Motion to approve October 27, 2022 minutes:** Move to approve minutes by Art Steinhauer. Seconded by Terry Shultz. Motion passed.

**Motion to approve revised minutes July 26, 2022 and the May/June 2022 minutes:** Move to approve by Art Steinhauer. Seconded by Michele Hemmer. Motion passed.

**Finance Committee Report: Presented by Financial Officer Art Steinhauer**

Checking Balance: \$50,504  
Saving Account: \$56,706,  
Manor Ink Account: \$31,929

Revisions to the 2023 budget were proposed:

- Health insurance contribution for the director position and to cover expense of Communications Specialist
- Upgrade Wi-Fi technology as our access point is at “end of life” on 2/15/23. This will be approximately \$1,800.
- An additional RCLS charge of \$4400 (after initial budget approval) for the new comprehensive service contract.

The total shortfall will be approximately \$21,000 and will be covered by the reserve fund.

There was a discussion on reaching out to our patrons who we have not yet heard from in 2022 for our public appeal. This will be coordinated through trustees and will be a combination of calls, emails, and personal notes.

**Motion to approve 2023 revised budget:** Moved to approve by Terry Shultz. Seconded by Meg McNeil. Motion passed.

**Motion to approve Finance Committee Report:** Move to approve by Terry Shultz. Seconded by Daniel Moreton. Motion passed.

**Director’s Report: Presented by Library Director Peggy McGuire**

We are required to NYS Sexual Harassment Prevention training annually per trustee. This training will be completed online and Peggy will send the link to all trustees, though some trustees may complete the training through their work (school, college). The invitation to

training will come via Niche Academy. This training will inform the anti-harassment policy that will be proposed in 2023. Trustee Trainings will be offered by Zoom in December, January, and February.

The Halloween Party was very successful! Many thanks to all who planned and volunteered for the event. This has become a wonderful community event.

We also had a very successful Book Sale, raising \$600. The remaining books were donated to various locations including the Department of Corrections. At the book sale we also partnered to provide information on Narcan Training.

**Upcoming Events:**

The library will be offering an in-person workshop on Dec. 13<sup>th</sup> at 3:00 p.m. for Libby (e-books and audiobooks). All trustees are invited to attend!

We also have many upcoming events for the December holidays, including:

- Dec. 16<sup>th</sup> Holiday gathering, singing, skits, and hot cocoa
- Dec. 17<sup>th</sup>. Holiday crafts for kids
- Holiday break – kids movie screening, “Jack Frost”

To promote these activities, Michele will distribute a flier to school age children (to go in backpacks) at the school.

Peggy visited the Rockland Seniors who are a great audience for our programming. She will be working on programming for this group of patrons like Wednesday Handcrafts to build up connections to this group.

We previously applied for the Kaplan Grant in the amount of \$10,000. We received \$3,000 for the Library to use for our “teen opportunities grant” for summer 2023. Peggy would like to focus on 1-2 teen positions that can build skills in technology, library science, and other useful skills. She is hoping to implement this as a mentoring-style program.

The RCLS contract is a two-part contract with an annual payment of \$4000 for software/services. This is an increase of around \$1,000 for integrated library services and information technology support.

**Motion to approve the RCLS four-year service contract:** Moved by Art Steinhauer. Seconded by Daniel Moreton. Motion passed.

**Nominating Committee: Presented by Terry Shultz and Amy Hines**

There is one trustee up for re-election in 2022.

**Motion to elect Terry Shultz for three-year term ending 2025:** Moved by Meg McNeil. Seconded by Daniel Moreton. Motion passed.

A motion to elect the following slate of officers for a one-year term beginning at the January 2023 Annual Meeting was put forward.

**Slate of 2023 Officers for a one-year term:**

Amy Hines – President

(Paul)Terry Shultz – Vice President

Art Steinhauer - Treasurer

Elizabeth Fosnight - Secretary

Vera Farrell – President Emeritus

There were no nominations from the floor.

**Motion to elect the slate:** Moved to approve by Art Steinhauer. Seconded by Michele Hemmer. Motion passed.

**Antoinette Schmidt's term ends December 31, 2022 and she is not standing for another term on the Board of Trustees.**

A standing ovation and thank yous were given to Antoinette for her tireless support of the board and the library for the past 12 years. We are especially grateful for all her efforts towards children's' programming. Antoinette was thanked for her service and dedication and presented with a framed memento.

Antoinette thanked Peggy for asking her to join the board years ago and for how it has impacted her family and affirmed that it has been a wonderful opportunity and that Upward is looking forward to continuing its support of the library.

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**Future Planning Task Force Report:** Presented by Terry Shultz

Terry reported on the Library Tours in November that were attended by a group of trustees. Visits were made to Liberty, Callicoon, Jeffersonville, Narrowsburg to learn about other libraries and their building. The combined budget for the Western Sullivan Public Library's three branches averages about \$330,000 per branch, which represents \$130,000 more than the budget for Livingston Manor Free Library.

**Outreach and Fundraising: Presented by Marge Feuerstein**

We had several events in September and October for the library and the community.

- We raised \$1530 through our Silent Auction. Thank you to all those who contributed to the event.
- Our Book Sale operated as both a fundraiser and outreach to the community. It is a great way to buy books at very inexpensive prices.
- The Halloween party had over 300 people! It was very well attended and a big thank you to the Kaatskeller, volunteers, the cookie decorating crew, and those that did the clean-up – especially the high school kids! This has become an eagerly awaited community event that draws all ages!

There was a brief discussion about adding Venmo and QR code options for those wishing to make donations to the library at events. Samantha, Peggy, and Art offered to look into this for future events.

A special thank you to the team that helped with all these events and for all the volunteers!

### **Other Old Business**

A Board Retreat is scheduled 12/14 @Barnfox 3:30 – 5:30 p.m. The agenda will be sent in advance. An article on the evolution of libraries will also be sent by Peggy.

### **New Business**

The Hound Book Store in Roscoe has opened and offers used and new books. They also take donations so we will speak to them in future about how we can work together.

Peggy has confirmed the calendar for 2023. Trustees discussed what day the library should observe Veterans' Day in November. Peggy will look historically and determine which day serves the most people between Friday and Saturday for this date. Once finalized, Peggy will share the calendar with RCLS and put it on the library website.

There was a discussion about and consensus regarding a regular Board meeting day and time for 2023. Board meetings will be held the second Monday of the month at 5:00 p.m. for 1 hour, 15 minutes.

**Motion to adjourn the meeting:** Moved by Antoinette Schmidt. Seconded by Meg McNeil. Motion passed.

**Meeting was adjourned at 6:19 p.m.**