

LIVINGSTON MANOR FREE LIBRARY
Board of Trustees Meeting Minutes
Monday, March 13, 2023 5 p.m. – 6:45 p.m.
Location: Library in person and via Zoom (Hybrid Meeting)

❖ Call to Order - Terry Shultz, Vice President

The meeting was called to order by Vice President Terry Shultz at 5:05 p.m.

Trustees Present: Marge Feuerstein, Terry Shultz, Vera Farrell, Art Steinhauer, Meg McNeil, Daniel Moreton, Michele Hemmer, Samantha MacManus, Elizabeth Fosnight

Director Present: Peggy McGuire

Trustees Absent: Amy Hines

Motion: to approve January 2022 Meeting Minutes

Motion to approve by: Vera Farrell

Seconded: Marge Feuerstein

Motion Passed

❖ Finance Committee Reports - Art Steinhauer, Treasurer

February:

Checking Balance: \$192,281

Saving Account: \$56,713

Manor Ink Account: \$30,764

1. The checking balance reflects the receipt of the 2022 tax levy from LMCS.
2. The capital reserve has been reduced by \$560 to reflect the cost of the new bathroom door

March:

Checking Balance: \$174,693

Saving Account: \$54,513

Manor Ink Account: \$31,432

1. The capital reserve is now at \$24,165 after payment for interior painting (\$5050) and new shelving (\$1020)

Motion: to approve February and March Finance Committee Reports

Motion to approve by: Vera Farrell

Seconded: Marge Feuerstein

Motion Passed

Motion: Whereas the adoption of the 2024 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 Livingston Manor Free Library voted and approved to exceed the tax levy limit for 2024 by at least sixty percent of the board of trustees as required by state law on March 13, 2023.**

Motion to approve by: Daniel Moreton

Seconded: Vera Farrell

Motion Passed

***Motion:** Resolved, that Art Steinhauer, Treasurer of the Library be, and hereby is, authorized to open a new savings account at Jeff Bank for the purpose of maintaining the capital reserves of the Library, with an initial deposit of \$24,165 from other accounts. And that Amy Hines, Vera Farrell, Paul (Terry) Shultz and Art Steinhauer be, and hereby are, designated as the authorized signatories on said account.*

Motion to approve by: Vera Farrell

Seconded: Meg McNeil

Motion Passed

❖ **Director's Report – Peggy McGuire, Director**

Peggy presented the Director's Report that is attached to the meeting minutes.

Highlights to the board were:

- The interior painting of the library
- The weather related closings in February and early March
- The upcoming Juneteenth programming supported by a grant from the Delaware Valley Arts Alliance
- Upcoming Trustee Training via Niche Academy, the Trustees Handbook bookclub (provided across the state), and sessions by Peggy on topics such as legal and finance
- Underwriting by the Seven Girls Fund for a theater workshop for 5th – 8th graders centered on the "Who was" collection of books
- Peggy and some trustees met with Aileen Gunther and presented our 2022 highlights (also available as a handout at the library)
- There was an article about the our county poet laureate in the Sullivan Democrat and there is an upcoming "Open Mic" poetry event.

- ❖ Buildings & Grounds- update - Vera Farrell, Chair
 - The painting was completed of the interior
 - Work will resume on the exterior poles once weather allows

❖ Other Old Business - Peggy McGuire, Director

Motion: The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on March 13, 2023.

Motion to approve by: Art Steinhauer

Seconded: Daniel Moreton

Motion Passed

❖ New Business - Peggy McGuire, Director

-New Policies for Approval-

- 1) Weather-related closings
- 2) Unattended children

Motion: To approve weather-related closing and unattended children policies.

Motion to approve by: Art Steinhauer

Seconded: Samantha MacManus

Motion Passed

3) For RCLS---

Motion: I, **Vera Farrell**, make a motion to approve the RCLS Integrated Library System Agreement as presented and authorize the Library Director and President of the Board to execute the document on behalf of Livingston Manor Free Library. I, **Meg McNeil**, seconds. Motion carried unanimously.

Motion to approve by: Vera Farrell

Seconded: Meg McNeil

Motion Passed

Motion: To enter Executive Session to discuss personnel and real property matters

Vice President Terry Shultz invited a motion to enter into Executive Session at 5:39 p.m.

Motion to approve: Vera Farrell

Seconded: Meg McNeil

Motion Passed

Vice President Terry Shultz invited a motion to exit Executive Session at 5:47 p.m.

Motion to approve: Vera Farrell

Seconded: Meg McNeil

Motion Passed

Motion: To approve the revised letter of employment for the Director increasing annual compensation from \$59,000 to \$64,000

Motion to approve: Art Steinhauer

Seconded: Marge Feuerstein

Motion Passed

ADJOURN

There was a motion to adjourn the meeting.

Motion to adjourn by: Vera Farrell

Seconded: Meg McNeil

Motion Passed

Meeting adjourned at 5:52 p.m.

2023 Committee & Task Force Assignments - updated

Budget & Finance Art Steinhauer, Chair Terry Shultz Elizabeth Fosnight	Future Planning Task Force Terry Shultz, Chair Vera Farrell Marge Feuerstein Meg McNeil	Nominating Terry Shultz, Chair Elizabeth Fosnight Michele Hemmer Samantha MacManus Art Steinhauer
Buildings & Grounds Vera Farrell, Chair Daniel Moreton	Manor Ink Marge Feuerstein, Chair Art Steinhauer Amy Hines	Outreach & Events Michele Hemmer, Chair Marge Feuerstein Daniel Moreton Meg McNeil Samantha MacManus