

LIVINGSTON MANOR FREE LIBRARY
Board of Trustees Meeting Minutes
Monday, April 10, 2023 5 p.m. – 6:30 p.m.
Location: Library in person and via Zoom (Hybrid Meeting)

❖ Call to Order – Amy Hines, President

The meeting was called to order by President Amy Hines at 5:10 p.m.

Trustees Present: Marge Feuerstein, Terry Shultz, Vera Farrell, Art Steinhauer, Michele Hemmer, Elizabeth Fosnight

Director Present: Peggy McGuire

Trustees Absent: Daniel Moreton, Samantha MacManus, Meg McNeil,

Motion: to approve March 2023 Meeting Minutes

Motion to approve by: Terry Shultz

Seconded: Marge Feuerstein

Motion Passed

❖ **Finance Committee Report** - Art Steinhauer, Treasurer

April:

Checking Balance: \$160,462

Saving Account: \$54,513

Manor Ink Account: \$37,760

- The 2024 Budget has been drafted for the May Meeting and then to be voted on for June 27th

Motion: to approve April Finance Committee Reports

Motion to approve by: Terry Shultz

Seconded: Elizabeth Fosnight

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:

- **National Library Week in 4/23 – 4/29:** Pecks is running a support campaign for all the public libraries in the county
- **Many thanks:** Caroline Bivins helped us to get banners for this and for the Trout

Parade and to Maria Bivins for her donation of a gift certificate to her store for the celebration week

- Ed Van Put is coming for a reading of his recent book on 4/27, 5:30 p.m.
- The furnace has been fixed. We also are looking at a dehumidifier – this will be researched by the Buildings and Grounds committee.
- We subscribe to BookPage and will be getting BookList to distribute to the public for reviews of current books. Booklist is from an ALA grant we received.
- We will be reviewing the sick leave policy to ensure we are compliant for the latest NY State laws.
- Our Booth at the Sunday Farmer’s Market is being scheduled for the summer – we are looking for volunteers for two hour shifts to cover this.
- Repair Café is in the works! Bring volunteer names to Peggy!
- Trout Parade – we will march and have a table. The 60-Day reading challenge will kick-off at this event. We are looking for community partners to hand out reading logs and provide gifts. The theme is “once upon a trout.”
- June 17th is the June-teenth event at the Renaissance Park.
- Nigel is working on community outreach and we had an ad in “The Hoot” for our tax workshop.
- **THANK YOU** Vera for the beautiful maps that are now framed and hanging in the library!
- Our e-book and audio-books hit a record high in March!!

❖ **Events Update** - Michele Hemmer, Chair

- The board will be doing a staff appreciation event for our amazing team! It was suggested we coordinate this with National Library Workers Day.

❖ **Buildings & Grounds** - Vera Farrell, Chair

- To work with Peggy for solutions to the moisture in the basement.
- Planting in the front of the library will begin in May.
- The front of the building is in need of power washing. Several trustees offered their power washers.

❖ **Future Planning Task Force** - Terry Shultz, Chair

- Part One: We have been working closely on the OES building. We have engaged a lawyer (pro-bono) to help us draft an agreement and move forward with an engineering study.
- Part Two: We have researched the deeds for our library. *We will look into this further.*
- Part Three: We are reviewing sites around town to understand options for expansion.

❖ **Other Old Business** ^{ }_{ SEP } Amy Hines

❖ **New Business** - Peggy McGuire, Director
New Policies for Approval:

- 1) Diversity, Equity and Inclusion
- 2) Whistleblower

Motion: To approve the Diversity, Equity and Inclusion Policy; the Whistleblower Policy, as presented

Motion to approve by: Terry Shultz

Seconded: Marge Feuertstein

Motion Passed

Motion: Date for Library Referendum: Tuesday, June 27 (2024 tax levy), 12:00 p.m. – 8:00 p.m.

Motion to approve the date: Art Steinhauer

Seconded: Terry Shultz

Motion Passed

ADJOURN

There was a motion to adjourn the meeting.

Motion to adjourn by: Terry Shultz

Seconded: Michele Hemmer

Motion Passed

Meeting adjourned at 6:16 p.m.