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

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

Director Present: Peggy McGuire

Trustees Absent: Kristen Scharold, Art Steinhauer

Motion: to approve September 11th, 2023 Meeting Minutes

Motion to approve by: Vera Farrell
Seconded: Terry Shultz
Motion Passed Unanimously

Finance Committee Report – Peggy McGuire, Director and Amy Hines, President

November:
Checking Balance: $20,999.17
Saving Account: $54,534.06
Capital Account Savings: $20,183
Manor Ink Account: $24,263

Motion: to approve 2022 IRS filing – IRS 990 [see attachment]
Motion to approve by: Terry Shultz
Seconded: Vera Farrell
Motion Passed Unanimously

Motion: to approve November Finance Committee Report
Motion to approve by: Terry Shultz
Seconded: Michele Hemmer
Motion Passed Unanimously
Nominating Committee Report [Please read attached report] – Terry Shultz, Chair

Motion: to reelect the following trustees, to new terms ending 12/31/26
Michele Hemmer
Art Steinhauer
Meg McNeil

Motion to approve by: Elizabeth Fosnight
Seconded: Vera Farrell
Motion Passed Unanimously

Motion: to elect Gabriel Tully as trustee with a term also expiring December 31, 2026
Motion to approve by: Meg McNeil
Seconded: Michele Hemmer
Motion Passed Unanimously

Vote needed on Bylaw change:
Whereas: there is nothing in law to prevent a nonprofit organization from electing more than one Vice President to the board and whereas a Vice President serves in the absence of the President and performs such other tasks as may be delegated by the President or as may be directed by the trustees, and having more than one Vice President increases the bench strength for the President, the trustees adopt the proposed Bylaws amendment as written in the Report from the Nominating Committee.

RECOMMENDATION TO AMEND BYLAWS

Livingston Manor Free Library Amendment to By Laws regarding Vice Presidents

Resolution adopted by the Board of Trustees of the Livingston Manor Free Library at its meetings on November 13, 2023 and December 11, 2023 (or such other date in December as the board shall meet):

The following Paragraph 6 of the By Laws of the library:

6. OFFICERS
   a. At the annual meeting, the Officers shall commence their one-year terms as President, Vice President, Treasurer and Secretary.

   b. The duties of the officers shall be as follows:

      i. The President shall preside at all meetings of the association. The President shall appoint trustees to the standing committees and perform such other tasks as may be directed by the trustees. At the September meeting, the President shall instruct the nominating committee to present a slate of officers and trustees at the November
ii. The Vice President shall serve in the absence of the President and perform such other tasks as may be delegated by the President or as may be directed by the trustees.

iii. The Secretary shall be responsible for recording the attendance of the trustees at all meetings, recording all votes and recording the minutes of all proceedings. If so advised by the trustees, the Secretary shall e-mail meeting notices to the trustees in the week prior to each meeting. It shall be the Secretary’s duty to handle such communications for the library as directed by the trustees. The Secretary may use the library staff to prepare and send correspondence.

iv. The Treasurer shall serve as the chairperson of the Budget and Finance Committee. The Treasurer shall monitor and work cooperatively with the Library Director in keeping a complete record of all receipts and disbursements, preparing the annual budget and preparing the annual report. The Treasurer shall render a report to the trustees at all regular meetings. Checkbooks, bank statements, receipts and other financial records shall be available for trustee review.

Shall be amended effective as of the Annual Meeting of the Board of Trustees in January 2024, having been adopted by a vote of the board of trustees at both the consecutive November 2023 and the December 2023 meetings of the board, to read as follows:

6. OFFICERS

a. At the annual meeting, the Officers shall commence their one year terms as President, Vice President(s), Treasurer and Secretary.

b. The duties of the officers shall be as follows:

i. The President shall preside at all meetings of the association. The President shall appoint trustees to the standing committees and perform such other tasks as may be directed by the trustees. At the September meeting, the President shall instruct the nominating committee to present a slate of officers and trustees at the November meeting.

ii. The Vice President(s) shall serve in the absence of the President and perform such other tasks as may be delegated by the President or as may be directed by the trustees. The trustees may elect more than one Vice President to serve simultaneously or as otherwise provided by the trustees.

iii. The Secretary shall be responsible for recording the attendance of the trustees at all meetings, recording all votes and recording the minutes of all
proceedings. If so advised by the trustees, the Secretary shall e-mail meeting notices to the trustees in the week prior to each meeting. It shall be the Secretary’s duty to handle such communications for the library as directed by the trustees. The Secretary may use the library staff for preparing and sending correspondence.

iv. The Treasurer shall serve as the chairperson of the Budget and Finance Committee. The Treasurer shall monitor and work cooperatively with the Library Director in keeping a complete record of all receipts and disbursements, preparing the annual budget and preparing the annual report. The Treasurer shall render a report to the trustees at all regular meetings. Checkbooks, bank statements, receipts and other financial records shall be available for trustee review.

Motion: to adopt the proposed amendments to the Bylaws as specified in the November 7, 2023 Report of the Nominating Committee.
Motion to approve by: Pat Pomeroy
Seconded: Samantha MacManus
Motion Passed Unanimously

Motion: to elect the following slate of officers to take effect [contingent on passing of the Bylaw Amendments] at the January Annual Meeting for the calendar year 2024.
President: Amy Hines
Vice President: Elizabeth Fosnight
Vice President: Pat Pomeroy
Vice President: Terry Shultz
Secretary: Kristen Scharold
Treasurer: Art Steinhauer
President Emerita: Vera Farrell

Motion to approve by: Meg McNeil
Seconded: Michele Hemmer
Motion Passed Unanimously

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 high school technology class and Dave Hubert (teacher!) did a fantastic job reconstructing a bookcase for our children’s section and agreed to build us a new bookshelf too! We are so grateful for this support.
• The Trustee booklet for 2023 will be available this month for all trustees
• Appeal is still going strong!
• Terry Shultz and Pat Pomeroy were thanked for the work done with the town of Rockland to increase our budget from $2000 to $3000.
• Our two Kaplan applications were funded for:
  o Summer Youth Programming Coordinator
• Two Summer Teen Interns for 2024 (Juniors and Seniors)
• The Silent Auction and the Halloween Party were very successful! Thank you to all the volunteers on these events!
• We have some additional grants in the works for 2024 that we will hear about over the next few weeks. This includes the DVAA grants.
• The Repair café was another success and we can’t wait to do it again! The next one is January 13th at the Livingston Manor Presbyterian Church. Many thanks to our group of repair experts! And thank you to Pat Pomeroy for her help on this initiative!
• Our year over year circulation and new user registrations continue to increase!
• The 2024 Holiday Closings were presented to the trustees. There are no changes from the 2023 list.
• Appreciation is extended to Nigel for all his work on the newsletter, social media, and other outreach. This consistency of messaging and his willingness to jump in with our school and local partners (like WJFF!) has been wonderful for our community!
• All trustees are reminded to complete their required trainings by the end of 2023. Peggy will re-send the link to the available trainings.

Events Committee - Michele Hemmer, Chair
• Silent Auction at Upward! - Daniel Moreton
  o Despite the rain, we had a great auction in the back room of Upward Brewery! We raised $2961 for the library through the auctioning of 75+ items!
• Halloween Party at the Kaatskeller! – Michele Hemmer
  o The party had 100+ attendees!
  o The Kaatskeller team went above and beyond – as always!!
  o There was a wonderful group of volunteers from the board of trustees and our community! We are SO thankful for all the support!
  o Michele will be passing the torch for someone to take this on for next year!

Buildings & Grounds - Vera Farrell, Chair
• Our current focus is the dehumidification of the basement. We have a company engaged to look at how to reduce the damp in the basement. They provided an estimation of $20K for the work, including both the basement and the crawlspace under the newer section of the building, and replacing two structural columns. This will also impact the furnace rust damage from past years.
• We will look into matching funds, rebates, and other avenues of funding. We are in the discussion phase for this project.
• The committee will be coming to the trustees with both short and long term solutions.
• The front garden was beautiful and thank you to our volunteers for their help!
Other Old Business

- 2023 Year-end appeal and survey results to date
  - Survey data is being put in excel as surveys come in and we look forward to seeing this data.
  - We look forward to seeing the comments about the future of the library.
  - There was a request to see what data we can get from Libby to understand more about our community usage of the digital resources.

New Business

- Calendar of 2024 holiday closings [see attachment] – covered in the Director’s Report.

- Holiday Party for Board, volunteers and Manor Ink mentors
  - We will be moving our celebration to the first week in January. Elizabeth will reach out to Antoinette to secure a date the first week in January – ideally a Wednesday, Thursday, or Friday.

- **VOTE IN FAVOR OF ILS CHANGE**

  WHEREAS the Livingston Manor Free Library (the “Library”) and Ramapo Catskill Library System (“RCLS”) are party to an Agreement for Integrated Library System Participation (the “ILS Agreement”) with a five-year term beginning January 1, 2023; and

  WHEREAS The Directors’ Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

  BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

  **Motion to approve by:** Vera Farrell
  **Seconded:** Terry Shultz
  **Motion Passed Unanimously**

- Vote needed to approve RCLS Budget [See attached]

  **Motion:** The Board of Trustees of the Livingston Manor Free Library on this 13th day of November 2023 approve the Ramapo Catskill Library System 2024 RCLS Budget.

  **Motion to approve by:** Terry Shultz
  **Seconded:** Meg McNeil
  **Motion Passed Unanimously**
Special December meeting agenda
  • 2024 Budget Adjustments and Future Vision for Library

ADJOURN
There was a motion to adjourn the meeting.

Motion to adjourn by: Terry Shultz
Seconded: Michele Hemmer
Motion Passed Unanimously

Meeting adjourned at 6:33 p.m.