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

Trustees Present: Marge Feuerstein, Terry Shultz, Art Steinhauer, Meg McNeill, Pat Pomeroy, Kristen Scharold, Michele Hemmer, Samantha MacManus, Gabe Tully

Director Present: Peggy McGuire

Trustees Absent: Elizabeth Fosnight, Vera Farrell

Handing of “gavel” to new officers: Amy Hines as President, Kristen Scharold as Secretary, Art Steinhauer as Treasurer, Elizabeth Fosnight as VP, Pat Pomeroy as VP, Terry Shultz as VP

Hines reviewed Standing Committee Chair assignments and membership as well as Other Committees & Task Force participation. She requested that committee chairs make comments about plans for the new year as part of their reports at today’s meeting.

Motion: to approve Minutes from December 11, 2023

Motion to approve by: Terry Schulz

Seconded: Pat Pomeroy

Motion Passed Unanimously

❖ Finance Committee — Art Steinhauer, Treasurer
  o Checking Balance: $29,919
  Savings Account: $234,534
  Capital Account Savings: $14,114
  Manor Ink Account: $29,869

Motion: to approve Finance Committee Report

Motion to approve by: Terry Shulz

Seconded: Michele Hemmer

Motion Passed Unanimously
❖ Highlights of Director’s Report — Peggy McGuire
   - December news was brief but exciting
   - Ashley Hoag, a LMCS 11th grader, is our Kaplan winter intern
   - We exceeded our fundraising goal thanks to generous donations
   - Library was awarded the RCLS Community Engagement Grant for “Hear, Touch, Play” programming designed to serve 3 – 10 year-olds with a variety of disabilities
   - Peggy will attend Library Advocacy Day in Albany, and invites other trustees
   - Nigel signed up for “Digital Navigators of the Hudson Valley”
   - Lots of upcoming events:
     - Paint & Sip
     - Repair Cafe
     - Poet Laureate Night
   - Note the Library ad in the Visitors’ Guide for the Repair Cafe

❖ Buildings & Grounds — Peggy McGuire reporting for Vera Farrell, Chair
   - The Library is seeking proposals to moisture-proof and dehumidify the basement as well as to replace flooring on main floor. We may not be able to afford both, even if we are able to apply for a 50% matching grant through RCLS. Director McGuire will report back mid-year with more information and a proposal.

❖ Outreach & Events — Michele Hemmer, Chair
   - The just-completed year went well and Hemmer expects to repeat the three main events. The Committee may also consider a pet parade
   - Further discussion was held about possibly spreading events out in 2024 so they don’t all land in the Fall

❖ Nominating Committee — Meg McNeill, Chair
   - McNeill hopes to prioritize adding more diversity to the board in the coming year. She will be meeting with Shultz and Hines to understand more of the process issues involved in identifying and recruiting new members. Discussion concurred with the importance of expanding diversity to better incorporate the experience of our community with the Library.

❖ Manor Ink — Art Steinhauer, Chair
Manor Ink is ten years going strong now. It is a Library program but is self-funded. We have established a nice reserve fund account, which it didn’t have when it started. There are 16 reporters now (the most it’s ever been). Reporters can join as early as 7th grade.

We could use more mentors and welcome trustees as well as referrals from the board. We will continue to meet Wednesdays 3-4 at the LMCS high school art room.

We plan to raise advertisement rates to cover expenses (printing costs have increased)

We hope to send one student this summer to the NYT Summer Academy which is an amazing experience. We have one free spot as a partner program and we will offer up to half the tuition for another student.

❖ Old Business

The Holiday Party was a great event and all agreed worth doing again in the future to recognize all the Library’s volunteers, Manor Ink mentors and staff.

Hines expressed appreciation for trustee participation in 2023 trainings. Discussion indicated mixed views of the value of the sexual harassment training for trustees. Hines asked Director McGuire to share that view with RCLS.

Further discussion, however, resulted in agreement that the Personnel Committee needs to review our sexual harassment policy to ensure we have a good process in place should the need arise. Pomeroy suggests looking at CAS’s approach as an excellent model.

Several trustees commented on the importance of the training that deals with how libraries respond to requests to ban books. All agreed that we should plan a special meeting to gain greater understanding of scenarios that other libraries are now handling.

Board meeting dates for 2024- Hines proposed that we keep the same time as Mondays but we can bump them to Tuesdays if that Monday is a holiday. She will send out Outlook calendar invites with the exact dates and Director McGuire will post the dates on the library website.

❖ New Business

Personnel Policy Update.

Motion to approve: addition of Code of Service language to the existing personnel policy.
Motion to approve by: Terry Shulz  
Seconded: Art Steinhauer  
**Motion Passed Unanimously.** Director McGuire will update the Personnel Policy and distribute to the Budget, Finance & Personnel Committee.

- Hines reviewed a proposal from Director McGuire to install a Naloxbox in the library. This includes four kits to provide emergency care for opioid overdose victims. Following discussion to confirm that the library incurs no cost for maintenance and to ensure staff and interested trustees will receive training on the use of kits, consensus was reached in favor of this effort. Once installed, several trustees indicated that perhaps we could let the community know about its existence via Manor Ink and via a library table at events.

Motion to approve by: Terry Shulz  
Seconded: Pat Pomeroy  
**Motion Passed Unanimously**

Adjourned at 6:13