

VALATIE FREE LIBRARY
Minutes of November 21, 2022

Meeting came to order at 7:05 pm

Present:

Trustees: Emilia Teasdale, Shirley Kelly, Kristi Berner, Jill Leinung, Meg Todisco, Melissa Schieren, Laura Rogers

Library: Director Elizabeth Powhida

Excused absence: Vivian Becker

Congratulations!

President Teasdale thanked the board for their hard work to help get the 414 funding resolution passed in the Town of Kinderhook.

Approval of Prior Meeting Minutes

Motion by Trustees Schieren/Kelly to approve the minutes from the October meeting — with 2 corrections to the Treasurer section — carried.

Treasurer's Report

Treasurer Kelly presented the November monthly report.

Short discussion about the library's squirrel problem. (The squirrel's entering through holes in the siding.) We have a \$1,400 contract with Terminex to fix this issue, but so far their efforts have not gotten anywhere. Terminex is assigning a new person to manage the project. We won't pay the bill until the job is done.

Mid-Hudson is requiring all libraries to have a static IP address. That could cost the library up to another \$20/month. Treasurer Kelly will call Spectrum to see if we can get a non-profit rate.

We received \$200 from Hannaford for the CLYNK program - people turning in their recycling to benefit the Valatie Free Library.

Capital funds - we still need to add insulation to the building, but we can't do that until the squirrel problem is resolved.

Due to the squirrel issue, we may need to replace the siding on the back of the building. We will need to apply for a construction grant for that, but we need to have 1/2 the money in the bank to apply for that grant. If we transfer funds from operational to capital, the board needs to transfer the funds at the December meeting.

We discussed putting a QR code on the sign in the library parking lot. The QR code would link to the "donation" button on the library website. (This way we could possibly get donations from the people using the library wifi in the parking lot.)

WE WILL FINISH THE YEAR IN THE BLACK!

Motion by Trustees Leinung/Berner to approve the Treasurer's Report carried.

Director's Report

October 2022 Statistics:

Library Visits: 555

Physical Item Circulation: 1,074

E Circulation:

- Ebooks 232
- audio books 138
- Emagazines 238
- Wireless access 320
- Museum passes: 9
- Kanopy: 47 visits, 49 pages, 11 plays

Director Powhida said the library has been very busy lately from 3-5:30pm with children and their tutors.

Dominic Lizzi's Request: The estate of the former village historian Dominic Lizzi would like to make all of his writings accessible to the public. The state library would like the Lizzi archives to be kept at the Valatie Free Library, because it's like that more people would be accessing it in Valatie. The archives would likely included his books on Martin H. Glynn and other local figures and other Columbia County happenings, as well as all of his articles in binders.

Deck Lights: One of our patrons and her husband, starting a business of decoration. they would like to decorate our deck as a donation. We will put up a sign that their business donated their time. Director Powhida is going to personally buy the colored lights and they can stay at the library.

Staff schedule: Director Powhida has scheduled the staff through January 5th. That took some adjustment with Mimi covering more.

Training the new director: Director Powhida is willing to informally train the new director, after she begins in January.

Mid-Hudson:

- Director Powhida just attended the director's meeting at Mid-Hudson, the first time the meeting has been in-person since 2019.
- The library is doing well with policies. They are in place and are all posted. we look to be really good with policies. we're good. and there all are posted.
- Board Meeting Documents - Beginning in 2023, all libraries are required to post Board Meeting minutes and other relevant documents with two weeks of each meeting date.
- Static IP address: already discussed in Treasurer's Report

Construction funds for the door and insulation: the funds will arrive in three weeks. To get last 10% of the funds, the library needs to complete paperwork.

Trustee education meetings: Starting in 2023, every Mid-Hudson library trustee will be required to complete 2 hours of training each year.

Niche academy: the staff can access various online workshops on topics related to their jobs.

Library shed: Director Powhida said there is very little walking room there. She suggested that we give away the light-colored book cases for free. Mimi will take some of the "book sale" books the library no longer wants for the Lions Club sale.

2022 Annual Report: Director Powhida will compile the stats through Dec. 22nd before she leaves her job. Mid-Hudson will provide the stats they keep.
Mid-Hudson new directors training: there will be a training course for new directors offered in early 2023.

Library holidays: Director Powhida presented a list of 9 holidays the library usually offers staff to approve, plus an additional 10th holiday. (The board agreed to consider the 10th holiday.)

A motion to approve the current nine holidays from Trustees Kelly/Leinung carried.

Old Business

1. Bike rack/planters

President Teasdale spoke to Ron Rich (Trail Committee) bout the bike rack. We should meet with him in the next month. It will likely be installed in the spring, as the ground may be too cold/hard in the winter.

2. E-rate for Spectrum Internet services

Treasurer Kelly looked into the erate, which is over \$40/month. It will not save enough money for the work involved.

New Business

1. Year-end Fundraiser:

Secretary Berner will write a rough draft of the year-end fundraising letter next week and will circulate to the board for comments. The board will ask Director Powhida to send the letter out to the library's Constant Contact email list after the letter is approved. Our goal is mid-December at the latest.

There was a short discussion about ways to increase our fundraising for 2023, and the board agreed to a larger discussion next year.

2. Year-end meeting in December:

The year-end meeting is December 19th at 7pm at the library.
Officer elections will be held.

Other Business

None.

Trustee Concerns

None.

Executive Session

President Teasdale requested an executive session to discuss personnel issues.

A motion to move into executive session by Trustees Kelly/Leinung carried.

After the executive session, a motion to come out of executive session by Trustees Kelly/Todisco carried.

Meeting Close

Motion to adjourn by Trustees Leinung/Kelly at 8:34pm carried.

Next meeting: December 19, 2022 at 7pm.

Minutes submitted by Kristi Berner.