

**VALATIE FREE LIBRARY**  
**Minutes of April 17, 2023**

Meeting came to order at 7:00 pm

**Present:**

Trustees: Emilia Teasdale, Shirley Kelly, Kristi Berner, Jill Leinung, Meg Todisco, Melissa Schieren, Laura Rogers, Vivian Becker  
Library: Mimi Johnson  
Excused absence: None

**Approval of Prior Meeting Minutes**

Motion by Trustees Kelly/Becker to approve the minutes from the March meeting carried.

**Treasurer's Report**

Treasurer Kelly presented the March 2023 monthly report, including:

- The Lions Club donated \$200.
- The Bank of Greene County approved a grant for \$1,000 for teen programming.
- Stewarts donated \$500 last month for teen programming.
- Dan Bopp installed insulation ( a week ago Monday). There is a little more work to do over the attic door that was included in an earlier contract (not the construction grant).
- The library must designate a new SAM administrator before August.
- Treasurer Kelly ordered and picked up 20 canvas Valatie Free Library bags from Lodge's. They cost \$15 each.
- We have corrected our address with the IRS - back to 12184 zip code.
- The cleaners refunded the cost of one cleaning, as they missed a week.

Motion by Trustees Becker/Leinung to approve the Treasurer's Report — with changes to postage and newsletter expenses — carried.

**Director's Report**

New Acting Director Mimi Johnson presented the March Director's Report.

**March**

577 patrons come to library

(other stats will be calculated once Acting Director Johnson makes contact with Mid-Hudson about the report)

- the staff is working creating teen programming based on our recent grants, including a "Teen Earth Day" project on April 22nd from 12-2pm. The board and Acting Director discussed options for garden projects and decided to buy some discount gardening tools which can be used for this and future garden programs.
- the Acting Director is putting together a programming calendar for the next two months, including bringing story hour back to the library.
- there is an issue with the library's printer - needs IT help; also need printer cartridges

- the Acting Director, according to personnel policy, is planning on conducting staff reviews. She'll begin by giving each staff member a copy of their job description and asked them to rate themselves, and then they will meet to talk about it. She will make sure they have reviewed all the library policies.
- The tutoring policy will remain as is, with no food at the computers. And if tutors or students bring food, they must clean everything up before they leave.
- There are children who are coming to the library for tutoring who say they are hungry and have no snacks.

### **Old Business**

1. Director Search - topic for Executive Session. The Board is searching for a new Director upon the abrupt resignation of Director Amanda Mesas.

A motion by Trustees Leinung/Kelly to appoint Mimi Johnson as Acting Director carried.

2. Building siding update - Handyman Dan Bopp presented his suggestions for metal siding to replace wood siding on the back side of the library to prevent the squirrels from creating holes. His proposal for the metal siding and renting a lift costs \$3,954. (As opposed to wood siding, which would cost about \$13K.) We will need to close the parking lot for two days to complete the work. We have a generous anonymous donor who will pay for these repairs.

A motion to approve Dan's proposal for metal siding by Trustees Schieren/Berner carried.

3. Plan for summer fundraiser/book sale (tabled until next meeting)
4. Bike Rack - the bike rack is ordered!

### **New Business**

1. Review updated policies – tabled until next meeting
2. Valatie NOW event dates – MomFest 2023 on May 13, 11am – 4pm; JoanFest 2023 on July 15, 11am -- 4pm; and Oktoberfest 2023 on September 16, 2023, 11am-4pm. Valatie NOW organizers agreed to waive the participation fee for the library. We will skip the May event. But will possibly participate in the July and September events. We agreed to hold off on selling the canvas library bags until we have an event.

### **Other Business**

None.

### **Trustee Concerns**

None.

### **Executive Session**

A motion by Trustees Schieren/Berner to go into an executive session to discuss personnel issues carried.

The board entered the executive session at 8:30pm.

A motion by trustees Kelly/Becker to come out of executive session carried.

The board exited executive session at 8:44pm.

A motion by Trustees Kelly/Leinung to increase the Acting Executive Directors pay to \$18/hour going forward and retroactively beginning Thursday, April 6th, carried.

**Meeting Close**

Motion to adjourn by Trustees Becker/Berner at 8:46pm carried.

Next meeting: Monday, May 15 at 7pm.

Minutes submitted by Kristi Berner.