

**Saugerties Public Library  
Regular Board Meeting  
October 14, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Stegmayer, Wilson

*Director:* Russell

*Public:* Brittany Barnard, Charlotte Herscher (Trustee-Elect), Nina Schmidbaur, John Schoonmaker (Town Councilmember), Leanne Thornton (Deputy Town Supervisor), Paul Van Benschoten (Library Trustee-Elect), Andrew Zink

**Excused:** Jurecka-Blake

Meeting called to order at 6:05 pm by President Cokinos

**Public Comment:**

- Thornton: The proposed 2022 Budget for the Town of Saugerties will be available to view soon. Diaz Ambulance is asking for a budget increase. The public is strongly encouraged to attend the upcoming budget hearings. Property maintenance continues to be a hot topic. Zoning changes near HITS will be considered by the Town Board in the near future. October 24 will be the Touch-A-Truck and Trick or Treating. The Winston Farm owners will update the public on their plans for the property via their website.

**New Business:**

Deena Rae Turner (one of three newly elected trustees), offered her resignation prior to the meeting and effective immediately. Two individuals then applied for the position (Sydnie Grosberg and Nina Schmidbaur). Ms. Grosberg has since withdrawn from consideration leaving Ms. Schmidbaur to be considered for appointment.

A vote in favor of appointing Nina Schmidbaur to a 1-year term was unanimous.

**Nominating Committee:**

- A slate consisting of the following individuals was presented to the board for consideration: Katie Cokinos for President, Tim Scott for Vice President, Julie Misiano for Secretary, and Brian Collins for Treasurer.
- No other officer nominations were made for the 2021-2022 year.
- Secretary Scott cast one vote for the slate.

**Secretary's Report:**

*Motion* to approve: Hurst

*Second:* Wilson

*Motion* passes unanimously

**Treasurer's Report:**

*Motion* by Wilson and *Second* by Bassler to pay bills in the amount of \$19,767.23.

*Motion* passes unanimously.

**Director's Report:** Please see the Meeting Packet

- Masks are still required for all who enter the building.
- The Community Room is being used for a variety of programming. Capacity is limited to 15 and all participants must wear a mask unless eating.
- Elizabeth Stegmayer sent flowers to Peg Wilsey's funeral on behalf of the Board.
- Tiffany Lydecker will keep track of funds donated to the library by the Wilsey Family.
- On September 20, a patron fell and injured themselves. A staff member (C. Bloom), watched over them until an EMT arrived. There was a witness who provided all necessary info for the record. There is also security footage. While no sign of legal action against the library has been seen, Director Russell will email our lawyer so he is aware.
- Jenny Chin (Library Assistant), has proven to be a strong asset. In September, there was a day when four employees were out leaving quite a gap. Remaining staff (which included Chin), were able to continue operations without an issue.
- Kate Masters will be the next artist to be showcased in the downstairs gallery (November - December).

**Finance:** Meeting occurred 9/28/21 (See Finance Minutes)

- Monthly or quarterly reviews of procedures relating to payroll processing was discussed.

- With energy costs going up, it may be prudent to perform an energy audit. Having the building weatherized was also discussed.
- Capital improvement projects and making sure we are in compliance with the Americans with Disabilities Act (ADA) were discussed.
- A spending plan will be created once our required financial reserve level is determined. The 2022 plan should be given to Facilities.
- Director Russell suggested the library purchase durable plates and dishes to reduce waste.
- There was a question as to whether the Community Room might benefit from having a built-in dishwasher for use especially by outside groups using it.
- A glossary of financial terms may be created in order for all trustees to better understand all financial reports.

**Personnel:** Meeting occurred 9/22/21 (See Personnel Minutes)

- The possibility of changing the percentage paid by employees towards insurance benefits was discussed. If said change took place, the Manual of Personnel Policies Section 3.10 would need to be changed. Director Russell will research what other libraries within MHLS are paying.
- Inflation is a topic of concern. It may be necessary to consult with the Finance Committee in regards to employee raises. Can we go higher than 2% for all employees?
- Director Russell would like all employee evaluations to occur at the same point in time effective January 1, 2022. She believes this would be more efficient.
- The Personnel Committee is recommending a change to Section 2.07 Personnel Evaluation of the Manual of Personnel Policies. The first sentence in that section should be changed to read: "All employees will be evaluated annually, effective January 1, of each year."

*Motion* to accept that recommendation by Misiano. *Second* by Collins. *Motion* passes unanimously.

**Policy:** Meeting occurred 9/15/21 (See Policy Minutes)

- The current Procurement and Investment Policies are being reviewed.
- It was suggested that Policy may hold a joint meeting with Finance but no date has been set.

**Facilities:** Meeting occurred 10/6/21 (See Facilities Minutes)

- Estimates from a mover and two carpet companies have been received.
- Otis Elevator will be contacted to evaluate our elevator which has been giving us technical difficulty as of late. The Saugerties Central School District will also be contacted to see who they use to service their elevator(s).
- Our electrician has been contacted to replace battery back-ups.
- A compost bin has been started behind the shed.

**Outreach:** Meeting occurred 9/13/21 (See Outreach Minutes)

- Holiday in the Village: unsure what the event will look like
- Festival of Trees may be in person with social distancing or appointments. It may end up being a simple window display.
- Story Walk with info on the Festival of Light and other holiday events may be considered.
- Free Book Project: distributing books to families at key gathering points (laundromat, doctor's office, etc).

*Motion* to adjourn at 7pm made by Misiano and *Second* by Wilson. *Motion* passes unanimously.

**Next meeting will be November 10 due to Veteran's Day.**

Submitted by: Tim Scott, Jr.