

# BOARD MEETING MINUTES

March 15, 2021

1. **Call to Order:** Meeting was called to order at 6:34 pm. by President John Koziol. R. Picott arrived at 6:53pm. J. Koziol opened the floor for public comment. There were no public comments.

2. <b>Attendance:</b>	<b>Present</b>	<b>Absent</b>
John Koziol, President	X	
Sister Virginia Chiambalero, Vice President	X	
Michael Tuttle, Secretary		X
Stephanie Tassello, Treasurer	X	
Syed Rizvi, Trustee	X	
Billie Davis, Trustee		X
Rodney Picott, Trustee	X	
Grant Zacharias, Trustee	X	
Michele Galle-Looram, Director	X	

3. **Approval of Minutes:** The regular minutes from the February 2021 meeting were not presented.

4. **Checks over \$1,000.00 previously approved by email:** Checks over \$1000 that were previously approved were discussed.

5. **Director's Report:** Report was reviewed and discussed. The following was noted:

- S. Rizvi asked questions about the Direct Access, Senator Reichlin-Melnick, Care in the Time of Covid, and How to Best Serve the LGBTQ Community items.
- M. Galle-Looram wanted to point out the audit process with Berard was starting. The audit would be virtual again which means that all documents can't be handed over in person but will require copying or scanning and uploading which will take longer than in person. Randi plans on coming to the May board meeting for presentation so that everything is ready to be turned over to the Town by June.

6. **Operational Matters:** Reports were reviewed and discussed.

- Profit & Loss (Expenses/Income) ~ no comments.
- Fund Reports ~ M. Galle-Looram noted that an error was made on the last fund report. \$61,663 was input versus \$61,863, which should have been keyed in.
- Circulation Statistics ~ J. Koziol noted the jump in HOOPLA statistics. He also noted the amount of materials moving despite the pandemic. V. Chiambalero noted the appreciation of the convent for all the materials delivered. J. Koziol also noted the

high programming attendance for the month. G. Zacharias pointed out the nice note a patron wrote regarding employee Lynne Warshavsky's programming efforts.

**7. Committee Reports:**

- Executive (V. Chiambalero, J. Koziol, M. Tuttle, S. Tassello) ~
- Finance and Personnel (J. Koziol, S. Rizvi, S. Tassello, R. Picott) ~
- Public Relations (J. Koziol, Sister V. Chiambalero, S. Tassello) ~
- Building & Grounds (J. Koziol, S. Rizvi) ~
- Policy Committee (J. Koziol, R. Picott, B. Davis and G. Zacharias) ~
- Nominating (M. Tuttle) ~

**8. Unfinished Business:**

- M. Galle-Looram informed the Board that of the three employees that left, two PT circ employees had been hired. Amber Kirkwood for 17.5 hours and Anne for 24 hours.
- M. Galle-Looram also discussed Trustee Training. She is waiting for clarification but it may become mandatory in 2021. Three trustees had taken training in 2021 but if mandatory, the others will need to as well.

**9. New Business:**

- The Board revisited the fact that, due to the pandemic, we had come significantly under budget for 2020 and discussed moving funds to savings. A discussion took place regarding moving a portion of the funds to savings. Interest rates were discussed. S. Tassello recommended moving \$50K from the leftover 2020 amount as well as moving some of the operating funds until they are needed. S. Tassello said she would speak with our rep at Palisades to find out how easily transfers can be made and if there will be any fees associated with moving funds. S. Tassello made a motion to move \$50k from savings as well as half the operating funds once she finds out who will offer the best interest rate (Chase, Palisades, ConnectOne). S. Virginia seconded. All were in favor.
- The Board discussed the policy updates. No meeting had taken place due to scheduling. S. Rizvi said he didn't receive the policies and asked that hard copies be printed. M. Galle-Looram agreed to print copies for him the following day. It was agreed that another Policy Committee would meet before the next meeting. M. Galle-Looram would send out another set of dates.
- K. Heuer asked if her letter was going to be addressed and was told it would be done in executive session.
- G. Zacharias asked if there was any other business. M. Galle-Looram stated that we didn't discuss the check signing. Now that a bookkeeper has been hired for more internal controls, M. Galle-Looram mentioned that if the board wishes, she is on the Chase account and can sign checks but did not feel comfortable doing so unless a motion was passed. S. Tassello passed a motion to allow M. Galle-Looram to sign checks, G. Zacharias seconded. All were in favor, except for S. Rizvi who abstained.

- S. Rizvi asked to pass a motion that library staff can't attend the meetings. After a discussion, he withdrew his motion.
  - M. Galle-Looram mentioned that it was brought to her attention that the state requires recordings need to be added to our website. S. Rizvi asked about putting the minutes as well. Both will be added this year.
10. **Executive session** was called for to discuss a letter written to the board by employee K. Heuer. At 8:32 pm the session ended. G. Zacharias spoke stating that the Board discussed the letter and all agreed that Ms. Heuer's job is not in doubt.
11. **Adjournment:** J. Koziol made a **motion** to adjourn at 8:39pm. S. Tassello seconded. All were in favor.

**Next Meeting Date: April 19, 2021**

Minutes prepared 3/17/21 by: Michele Galle-Looram, Director