

**Livingston Free Library**  
**Regular Monthly Meeting of the Board of Trustees**

**December 8, 2021**

**Called to order on ZOOM at 7:05 PM by Donna Lynk**

**Attendance were trustees:**

**Donna Lynk  
Jennifer Owens  
Jim Benton  
Wendy Tremper Wollerton, Director**

**Approval of Minutes from the 10/13/21 Meeting: Motion by Jim to accept, 2<sup>nd</sup> by Jen, vote: APPROVED.**

**Approval of the LFL Annual Report to the Community to be sent to the Town of Livingston: Motion by Jen to accept, 2<sup>nd</sup> by Jim, vote: APPROVED**

**Director's Report:**

- 1. The Director relayed to the board new open meetings laws from NY State requiring that library board meeting minutes or recordings need to be posted within 2 weeks of the meeting date and that documents pertinent to the planned discussion at a board meeting be accessible to the public 24 hours prior to the meeting.**
- 2. She reminded the board of NY State mandatory sexual harassment training for board members and staff. Wendy sent the training materials & form to the board along with the materials for this board meeting.**
- 3. For the HOOPLA program, which patrons use for E-books and other media, when zero balance occurs, you can choose between monthly billing or put a lump sum in, which would be a better option.**
- 4. The CCLA will hold their budget meeting on 12/10. If approved, 2 additional MHLS fees (total of 4 fees) charged to the LFL will be paid with county funds. The only fee then that LFL will pay is the Holds Delivery Fee and Website Tech Support Fee. The bi-monthly assessment fees to MHLS will now be paid quarterly starting in 2022.**
- 5. The "Newsbank" portal has been added to LFL website and can be accessed for free with a library card. This is a one-year subscription from CCLA (county funds) and includes the following: Register Star, Times Union, Heritage Hub, Black Life in America & Newsbank- world news.**
- 6. Wendy applied for the Stewart's Holiday Match Grant, in the amount of \$500 to be used for Summer Reading Program in 2022.**

7. She listed the issues or concerns she has noticed lately about the library building:
  - There is debris from the chimney, Donna thought there may be an animal nest inside of it and recommended putting the cleaning of the chimney & replacement of the chimney cap on the list of repairs.
  - There is a leak in the hose to the water tank in the bathroom and debris in the toilet tank. Donna thought it is probably hard water. She will contact Byron Parker Plumbing to look at both.
  - The annual fire inspection by the Town has been delayed due to backlog in the Building & Zoning department. Donna suggested that until it can be scheduled Wendy should make sure the fire extinguishers are in working order and within their expiration date, if not they can be replaced by the Sausbiers company.
8. Wendy reported the progress of the December fundraiser. Through the month of December people can buy a raffle ticket each for 4 quilts donated to the LFL and an assortment of gift cards for local businesses. There has been substantial interest in and raffle purchases for the items already in the first week of December.

#### **President's Report:**

1. Donna reported that she will apply for a grant from the Bank of Greene County as has been done in years past. Usually the award is between \$750-\$1000. She asked to board and the director to think about how the money should be spent if received. Wendy suggested portable hot spots that can be loaned to patrons, she will look into the cost (it is around \$110 per unit) and will continue to consult with other libraries in the county who have offered them to assess the feasibility at the LFL.
2. Donna reported that the Town of Gallatin has approved a one-time payment of \$2500 to the LFL after her discussions with them about their residents' use of the library. This money will come from the American Rescue Plan. She thanked them and asked that they consider future funding be allocated in the Gallatin Town budget. Wendy said she would mention to Gallatin library patrons to contact their town board to thank them for this one-time monetary support.
3. Donna said she would work on a draft of the 2022 budget and convene an organizational meeting to discuss it on January 19, 2022. Wendy gave the guidance, based on patron use and participation in 2021, that the book & DVD budget line be at \$2500, that the programs line be raised to \$500.
4. In terms of building repairs & improvements:
  - Donna asked Jim Molinsky for a quote for general building repairs and exterior painting.

**--The Town Rec. Park is renovating their building and will be getting rid of their handicapped accessible ramp railing. Donna said she would look into the possibility of relocating it to the library.**

**Old Business:**

- 1. Wendy reported that she has received complements on the new drop boxes.**
- 2. Wendy asked about the status of new board member recruitment. Donna said that the board would work on it.**
- 3. Jim reported that the roof repair is completed and ended up costing \$7600. He asked Jim Molinsky about repairing the sheetrock in the closet by the bathroom that had water damage from the roof leak.**

**New Business:**

- 1. Jim suggested going forward to hold bi-monthly rather than monthly board meetings. The board and director agreed. The bylaws allow for this change.**

**The meeting was adjourned at 7:35 PM.**

**Respectfully submitted,  
Jennifer Owens, board member**