

## Livingston Free Library

### 2022 Organizational Meeting of the Board of Trustees

January 19, 2022

Called to order on ZOOM at 7:06 PM by Donna Lynk

Attendance were trustees:

Donna Lynk

Jennifer Owens

Jim Benton

Wendy Tremper Wollerton, Director

**Vote on slate of trustees:** Jim made a motion to accept Donna Lynk, Jen Owens and himself as the trustees of the Livingston Free Library. Seconded by Jen vote:

**APPROVED.**

Donna noted that Jim & her term end in 2024, and that Jen's term will end in 2023, as she is replacing a prior trustee who resigned before the end of their term.

**Approval of Minutes from the 12/8/21 Meeting:** Motion by Jim to accept, seconded by Jen, vote: **APPROVED.**

**Treasurer's Report:** Donna (in her dual role as president/treasurer) reported that at the 2021 year end there was \$18,065 in the bank account. She presented the 2022 draft budget which will be posted in the library website and for public view in the library. She will work on a line-item budget for internal use. Wendy asked for one change to the budget, to place the Town of Taconic contribution of \$1,000 under the "local public funds" line rather than "gifts & donations". Donna said she would make this change, as well as increase the "library operations" in that amount to reflect the change.

**Director's Report:**

1. Wendy announced the need to create a Long Range Plan, which is an "Essential Document" Required by NYS. The prior one expired in 2021 (2017-2021, usually 5 years). She suggested conducting a survey to get input from patrons and the community, so much has changed in last 2 years with the pandemic, the library's needs have changed too. She emailed the board several sample surveys from nearby libraries to help design one for us. Jen offered to assist Wendy in the survey to patrons that will inform the long range plan. It is anticipated that the survey will go out in March. Jim will work with them on the writing of the plan.
2. She reported that the first program of 2022, a Zoom program in collaboration with the Staatsburg Library on the Albany Post Rd. was a great success, garnered a large audience, over 75 attendees, and nearly 40 LFL patrons. The speaker offered to donate \$10 of every book sale by our patrons to the library.
3. She learned from a recent MHLS meeting that there was a general decrease in circulation of physical items system-wide. For LFL, there was no noticeable

decrease in physical circulation, but there was a very large increase in E-Books & E-Audio book circulation.

4. The CCLA is considering adding additional museums for the museum pass program.
5. The NY Historical Society programs offered jointly has had good attendance. The CCLA is planning a program on addiction that the LFL will offer to our patrons in April.
6. The 2022 Library of Local project theme is "Climate Solutions." They offer books and other media on the theme and monthly educational events that we can offer to our patrons.
7. Wendy put the link to how to get free federal test kits and masks on the website.

**President's Report:**

1. Donna reported that she has submitted an application for a grant from the Bank of Greene County as has been done in years past. The request was for portable hot spots that can be loaned to patrons, per the decision at the 12/8/21 board meeting.
2. She reported that because the library incoming revenue exceeded the threshold for EZ tax filing, that the library will have to file a longer tax form this year.
3. She noted that this year there are several building repairs that need to be made as well as the painting of the exterior. She & Jim will seek estimates for this work.
4. She gave an update on the issue of the incomplete railings on the steps from the parking lot. Because of the plowing difficulty she said that the railing issue would be addressed after winter. Jim suggested looking for grant opportunities that could allow the library to hire a landscape architect to find a solution. In the meantime, when the parking lot and path are very icy she instructed Wendy to close the parking lot for safety reasons. She replied to the two patrons who complained about the incomplete railings.

**Old Business:**

1. Jim reminded the board of the need for tree removal, trimming and other landscaping maintenance.

**New Business:**

1. Wendy said she would give Donna the login information to open the NY State Annual Report.

Per the decision made at the 12/18/21 board meeting wherein the meeting dates were changed from monthly to bi-monthly, the next board meeting will be on 3/16/22.

**The meeting was adjourned at 7:33 PM.**

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