

Livingston Free Library
Regular Monthly Meeting of the Board of Trustees
July 20, 2022

Called to order at 7:05 PM by Donna Lynk

Attendance were trustees:

Donna Lynk
Jim Benton
Jennifer Owens

Wendy Tremper Wollerton, Director

Approval of Minutes from the 5/18/22 Meeting: Motion by Jim to accept, 2nd by Jen, vote: APPROVED.

Treasurer's Report:

1. There is \$36,660 in the bank account.
2. Donna reported that the \$1000 grant for mobile internet hot spots from the Bank of Greene County was received. Wendy said she would create documents with guidelines for use of the hot spots, then would purchase them.
3. The Hudson River Bank Trust grant is \$6,000.

Approval of the Treasurer's report: Motion by Jim to accept, 2nd by Jen, vote: APPROVED.

Director's Report:

1. She shared the draft of the Long-Range Plan with the board, which was approved.
2. She went over the system-wide increases in e-material requests, detailing numbers per month for both *Libby & Hoopla*. In response to board questions, she explained how each platform worked and how the library was charged for each.
3. Wendy reported back updates from the Central Library Committee. Included was that the libraries would like to switch funding from *Tumble Books* (e-books for kids) to more funding for children's books in *Libby*. Also, because of limits on how funds can be used in the Central Library, it is now only for adult non-fiction e-material. A suggested request for categories of adult fiction and children of e-material books be funded to the Central Library. That way the whole system can access more formats of e-material books. MHLS has been trying to persuade NYS to expand that category. Another suggestion was to use some ARP funding from the Columbia County Board of Supervisors for Libby funding split between county libraries.
4. The director brought the board's attention that the per the NYS code, Education law 260-d, of 2021, that starting on 1/1/23 library trustees are required to complete a minimum of 2 hours of trustee education annually.
5. The director announced that the Columbia County Library Association (CCLA) has been approved for 501C3 status. The CCLA received a grant from Berkshire Taconic for

organizations newly receiving this non-profit status that will be used for an assortment of things associated with the 501C3 application process, items with the CCLA logo, a webinar for patrons, and a website.

6. Additional reporting from the CCLA meeting include that the association will be hosting a booth at the Climate Carnival (July 16) and the Columbia County Fair. Also, starting in the fall they will sponsor several programs that member libraries can utilize.

President's Report:

1. Donna reported that the library might not get the Hover grant.
2. She reported to the board the cost of propane and suggested the library lock in the price with a prepayment. The board agreed.
3. She suggested getting a new outside sign, the current one is in disrepair. Wend said she would order one, and the cost would be under \$100.
4. Donna asked the board about hiring an outside accountant to process bill payments, and that it would give an extra layer of security. The board approved the hiring of an accountant, though Jen suggested working on filling the board with new members and thus assign the treasurer position to one of the new members. Donna said the current board would work towards acquiring new members and she thought it would be a good idea to look to people who use the library or whose children do.
5. She followed up on the idea from the May board meeting of the library organizing a town tag sale. The date was confirmed to be September 10, 2022. Those not living in the town center could bring items to sell to the rear of Town Hall and elsewhere on the Green, for a "junk in the trunk," aspect to the town tag sale. Jen said she would create a poster to advertise it.

Old Business

1. Jim shared with the board and director the draft of the disaster policy he has been working on. The group agreed that it served the needs of the library and would be accepted as the official disaster policy.
2. The topic of the hiring of a library clerk was discussed. Jen presented a draft of the job announcement. The board clarified that the new employee would work 20 hours a month at initially \$14/hour. The schedule was determined to be Mondays 12-4 and occasional Saturdays. Wendy said she would put the announcement in a variety of newspapers, Mid-Hudson library system job board, and the town website.

The meeting was adjourned at 8:15pm.

Respectfully submitted,
Jennifer Owens, board member