

Livingston Free Library
Regular Monthly Meeting of the Board of Trustees
October 26, 2022

Called to order at 7:10pm by Donna Lynk

Attendance were trustees:

Donna Lynk
Jim Benton
Jennifer Owens

Wendy Tremper Wollerton, Director

Approval of Minutes from the 7/20/22 Meeting: Motion by Jim to accept, 2nd by Jen, vote: APPROVED.

Treasurer's Report:

1. There is \$27,270 in the bank account.
2. Donna reported that the library will be funded in the amount of \$25,000 from the Town of Livingston for 2023.
3. She also reported that the director's insurance policy has been renewed.
4. There will be no additional grant funding for this year, the library was not eligible for the Hover grant.

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

Director's Report:

1. Wendy presented the final draft of the Disaster Plan prepared by Jim. **Approval of the Disaster Plan: Motion by Jim to accept, 2nd by Jen, vote: APPROVED.** Donna said she would sign it and Wendy said she would then send it to MHLS.
2. Wendy updated the board on the 2 hot spots purchased through the Bank of Green County grant. The annual subscription for each unit is a flat rate of \$120. The cost for each unit was \$50. That leaves \$500 left from the grant. She will purchase cases for them for around \$15 each. She went over the lending policy and agreement for patrons' to sign upon use, and lending instructions for staff. They are categorized as "Special Collection" so fines can be placed on patrons' accounts for late returns or loss.
3. The director reminded the board that the annual appeal letter is needed for review. Jen said she would prepare it and share the draft with the director and board.
4. Wendy provided the board with a breakdown of the costs for programs funded through the Adirondack Mountain Club and the Stewart's Holiday Grant for the Summer Reading Program.
5. She reported that the Columbia County Library Association (CCLA) "The Great Giveback" between September-October was a success. They collected many coats that will be distributed through organizations within the county.

6. The director announced that the Columbia County Library Association (CCLA) will be renewing and upgrading the *Newsbank* subscription, which allows patrons to read most New York State newspapers. Livingston library patrons are the second highest users of *Newsbank* among the 11 libraries in the CCLA.
7. She let the board know that the CCLA has an updated website.
8. Wendy updated the board on the increase in e-material (books, audiobooks, movies, tv and music) usage, including providing the board with Overdrive/Libby & Hoopla usage statistics for the library. Because of the increasing usage of e-material she suggested raising the collection budget of \$2500 in 2022 to \$4000 in 2023. She said because of receiving free books from donations, that the print material costs are down. This increased budget will allow the library to keep up with patron demands for e-material.

President's Report:

1. Donna reported that she is working with Jim Molinski on installing the handrail on the path from the parking lot to the library.
2. Donna gave an update on an applicant for the library clerk position. Unfortunately the applicant had other commitments that made it seem like it would prevent her from working at the library. Jen said she would post the ad for the position on Indeed.
3. The president informed the board that she sent a letter to the Gallatin Town Board asking for support for the library in their 2023 budget, due to the number of their residents who use the library.

New Business

1. Donna said we would hold our annual fundraiser of raffling quilts and gift cards.
2. She also mentioned holding a holiday kids' craft or other activity event next month.

The meeting was adjourned at 8:05pm.

Respectfully submitted,
Jennifer Owens, board member