

Livingston Free Library Board Meeting

Minutes Draft

Date: November 18, 2023

Location: Livingston Free Library

Call to order

Roll call: Quorum present

Trustees:

Donna Lynk, **President**

James Benton, **Vice President**

James Campion

Cheryl Krein

Keela Potter

Linda Holik, **Library Director**

Approval of Minutes: Motion to approve the Minutes of the September 18, 2023 meeting by Trustee Benton, Second by Trustee Krein. Motion carried.

Financial Report:

President Lynk reported:

- ❖ Ending Balance 10/31/2023 was \$37,518.00
 - ❖ Bill received from Bill Baldwin for semiannual septic cleaning
- Motion to approve Financial Report by Trustee Krein, Second by Trustee Potter. Motion Carried

Library Director's Report:

Director Holik reported:

- ❖ The CCLA is considering membership in the Columbia County Chamber of Commerce
- ❖ A 2023 Trustee Handbook is available online from MHLS and a hard copy will be purchased for the library
- ❖ An invitation to the Open House with a solicitation for baked goods will be sent to the patron email list
- ❖ A draft MOU between MHLS and member libraries was received and Trustees will review and forward comments to Director Holik
- ❖ Program ideas discussed including a Zoom program about Jackson Pollack
- ❖ A new public use catalog interface will be implemented soon and it is anticipated that there will be a learning curve for patrons as it is phased in
- ❖ A potential volunteer will be interviewed
- ❖ The Director was asked to propose models for new Library hours based on activity levels observed over the past six months
- ❖ Work on the Annual Report will be a top priority for the next few months.
- ❖ Complete Director's Report on file.

President's Report:

- ❖ President Lynk attended MHLS Annual Meeting;
- ❖ Construction is underway on the new Livingston Community Center and a grant from the Hover Foundation for \$5000 to create the Library's space at the Center has been received
- ❖ All Trustees are reminded to complete their annual training and forward certificates for the Library file
- ❖ More details about sexual harassment training will be sent to the Trustees

Standing Committee Reports: No reports

Special Committee Reports: No reports

Nominations and elections: No reports

Correspondence: No correspondence

Unfinished Business: No unfinished business

New Business:

- ❖ The Board approved by consensus that the Library will be closed the first week in January
- ❖ The Board recognized the Director's work in reorganizing the Library, donating a wireless laser printer and obtaining DVD cases
- ❖ President Lynk will investigate the acquisition of a new sign
- ❖ Trustee Benton will do a comprehensive review of the By Laws and Library Policies to ensure all are current
- ❖ Motion to appoint Trustee Krein Treasurer until the next annual meeting by Trustee Benton Second by Trustee Potter. Motion Carried

Adjournment: Motion to Adjourn by Trustee Benton Second by Trustee Potter
Motion Carried