

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – January 15, 2020

Attending: Beth Allee, Joan Gambeski, James Miccio, Anthony Ruggiero, Vincent Sullivan,
Janice Ballard, Bill Tresnan
Excused: Beth Allee, David Nieves

President Jim Miccio called the meeting to order at 7:07 p.m.

In slate of officers will authorize vote, there were no other nominations.

Jim Miccio- President
Janice Ballard- Vice President
Anthony Ruggiero- Treasurer
Vincent Sullivan- Secretary

A motion to accept the vote for slate of officers was made by Vincent, seconded by Joan and unanimously approved.

NOVEMBER MINUTES

The approval of the November minutes is tabled until next meeting.

BOARD MEMBERS- Blodgett is currently looking for 3 board members. Ray Vanvoorhis or his wife Joan will be asked to see if they are interested in joining.

Julie will also put an ad in the Southern Dutchess News. Julie will also reach out to Kristen from the Southern Dutchess News and mention it in a story that we are looking for board members.

If any existing board members have any recommendations for new board members, please give their names to Julie.

FINANCIAL REPORT

The November warrant was presented in the amount of \$35,896.46. The check in the amount of \$2750 was made to the Town of Fishkill to pay for Bond Counsel. There was also a check in the amount of \$3424 made to Brodart, which are our library cards. Last time we ordered new cards was in 2014.

A motion to accept the warrant was made by Bill, seconded by Vincent and unanimously approved.

Yearly Bills: A motion to approve the yearly bills that can be paid without board approval was made by Anthony, seconded by Janice and unanimously approved.

A motion was made by Janice to authorize use of 2019 funds through March of 2020 until tax money is received to pay for bills, seconded by Anthony and unanimously approved. It was

suggested to create a Fund balance policy so it doesn't have to be addressed every year. Joanna will check with our attorneys to see if we can create a policy or add it to our bylaws.

DIRECTOR'S REPORT

Old Business

1. Bernard/Elevator: Bernard will be attending town meeting on behalf of Blodgett to ask for a site plan extension from April to October.
Jim, Anthony, and Julie will set up a meeting with Ozzy to discuss the elevator project. If Ozzy is against the project then the board will not continue with the Bond.
Julie will begin to look into the DASNY (Dormitory Authority of the State of New York), Or the Department of Education to see if they can help with Financing.
Julie will ask the attorneys if we can get a bond or loan through the school districts, or if we can encumber the building. Julie will also be reaching out to Rebecca from MHLS to see if she knows of any other way, we can gather financing.
2. Policies:
On the access to Personnel Files Policy, the board wanted to include that the employee must notify us of any change within 30 days.
For the Continuing Education Policy, it needs to reflect that we will monitor continuing education for librarians. It is required to have 60 hours within 5 years, but what are the consequences if it is not met?
The policy should reflect that it is the employee's responsibility to provide proof of any continuing education.
The employee will be reimbursed after any certification is completed.
Within the Library Opening and Closing Procedure Policy, we will look into creating a pop up on the computer to notify patrons that the Library will be closing and to save any work because the computers will shut off. Joanna will also be looking into getting a P.A. system to be able to notify all patrons at once of closing time reminders.
The Parental Leave Policy should be renamed as the Paid Family Leave policy, so it can include caretaker and military. Instead of adopting this policy, our policy should closely mirror the NYS Policy for FMLA. For maternity leave the employee will take Disability and then FMLA, the board will supplement any income that is not covered. Joanna will do more research and present it to the board at the February board meeting.

A motion to approve the policies as is or amended was made by Bill, seconded by Anthony and unanimously approved.

3. Searching for employee: Joanna emailed Cathy from civil service to see if any additional names have been added. If not, then we will post the job on Indeed.

New Business

1. Committees for members: All committee members will stay on the same committees from the year before.

2. Annual report due 2/14: Annual report will require to be approved at the next meeting on 2/12/20
3. Move staff development day: Julie would like to move staff development day from June to March 18th.

Other:

COMMITTEE REPORTS

Personnel – Janice, Anthony, Hillary: Nothing to report

Buildings and Grounds/Technology- Bill T. Janice, Elizabeth: No Report

PR/Sustainability/Long Range- Vince, Joan, Hilary: No Report

Financial/Budget/Vote-Janice, Anthony, and Bill: No report

Election- No report

Liaison to Friends- Beth: No report

Fundraising Committee- Anthony, Joan, Beth, David: No Report.

No public input.

ADJOURNMENT-

A motion to adjourn the meeting at 8:24 was made by Bill, seconded by Janice and unanimously approved.