

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – January 13, 2021

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Laura Wolfe
- Joan Gambeski

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

- I) President James Miccio called the meeting to order at 6:03 p.m. all attendees are attending through Zoom which is also being recorded and transcribed.

Due to being on Zoom when deciding on a decision please say your name and then your answer.

II) Slate of Officers:

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

A motion to approve the slate of officers was made by Joan, seconded by Beth and unanimously approved.

III) Approval of December 2020 Minutes

- The Minutes were reviewed, date just needed to be updated.
- A motion to approve the December minutes was made by Vincent, seconded by Joan and unanimously approved.

IV) Presidents Report

- Jim was able to speak to RBT with routine questions they had in order to complete the audit.
- We are in need of additional board members. The board would like someone from the Town since we already have lots of Village board members. We are a community library and would like to board to reflect that.

V) Financial Report

- The December warrant was presented in the amount of \$16,836.85.
- There was a \$4800 charge to overdrive. We are billed on usage and this was the usage for the year. Julie will be looking into our Hoopla to see how we can spend more and provide more services.
- A motion to approve all financial reports was made by Anthony, seconded by Vincent and unanimously approved.
- There was \$80,871.65 in our operating account that was money not used from 2019. Instead of moving the money back to capital we would like to move the money into the “Crisis Management/Elevator” Line item. A motion to approve the move of money into

Crisis management/Elevator line was made by Janice, seconded by Beth and unanimously approved.

VI) Directors Report

- Old Business
 - (I) Continuing to work on quotes for carpet, painting, and cameras.
 - (II) We recently installed new software that allows the staff to access the computers remotely, which allows us to give the customer service needed. The software was free and Matt Williams will be training the staff.
 - (III) Beth sent the fundraising letter to Mark and Bill. Bill has not responded so she will send to the entire friends group to get their opinion.
 - (IV) The window was ordered, waiting for it to come in.
 - (V) RBT sent over our financials to review. The board will review and approve at next board meeting.
- New Business
 - (a) Roof Leak- There was a leak in the local history room. There is the original slate roof and part of it in a flat roof, it was resealed about 2007. Currently there are two holes that are patched. Julie will find out what kind of repairs need to be done. Luckily there was no damage to the collection.
 - (i) In order to redo the roof we need to go out to bid, it is not considered an emergency since the roof is already patched. We can look into reconfiguring the roof. Laura has a recommendation for a roofer if needed. Building and grounds committee will meet and discuss going further.
 - (b) Trustee Brochure
 - (i) A brochure for new trustees to get a quick rundown of our board. Possibly suggest an orientation with a few board members. Encourage new trustees to reach out to Mid-Hudson they have orientation meetings that provide a lot of information. Reach out to Rebekkah from mid-hudson and ask her to attend one of our Board meetings. We should create a separate email for the board using a Blodgett domain.
 - (c) Annual report is due in February. Julie and Joanna will send out before to review.
 - (d) Committee Meeting Dates (please see attached)- Julie provided the committees with all dates to meet for the entire year. All meetings will be Zoom and will be at 6pm to remain consistent with our board meeting. All committees will meet quarterly, if dates need to be changed that can be done. Julie will change December 23rd meeting. We will take committee minutes as well. Meetings are open to the public but don't need to be recorded.

VII) Other:

- Local History policy/History Librarian policy. There were changes made to the memorandum to include Name and title. Remove Town of Fishkill and replace with anyone. On the Donation form email, legal owner, and do you have the right to donate should be added.
- Julie and Joanna will be meeting with staff one on one to go over goals. There are lots of new programs that Julie and Vanessa have been working on in addition there are two raffles that are going to be done over the next couple of months.

- John was trained on the inspection of fire extinguishers. He will also start on sanding the shelves.

VIII) Committee Reports

Personnel – Janice, Anthony: Nothing to report

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

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

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

Liaison to Friends- Beth: No Report

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

IX) No public input.

X) Adjournment-

A motion to adjourn the meeting at 7:00pm was made by Anthony, seconded by Vincent and unanimously approved.

Committee Meeting Dates 2021

Finance/Personnel/Election-Janice, Anthony, and Laura

Will meet 1st Thursday of each month

Building and Grounds/Long Range- Janice, Anthony, and Joan

February 11th

June 10th

September 9th

December 9th

Liaison to Friends/Community- Vincent, Beth, and Joan

February 18th

June 15th

September 14th

December 23rd