

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – January 19, 2022
Zoom

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Joan Gambeski
- Sarah Smith

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

I) Julie Started with the swearing in of officers

- It was unanimously approved that the 2022 officers are as follows
 - ◆ James Miccio- President
 - ◆ Janice Ballard- Vice President
 - ◆ Anthony Ruggiero- Treasurer
 - ◆ Vincent Sullivan- Secretary

II) President James Miccio called the meeting to order at 6:37 p.m.

III) Approval of November 2021 Minutes

- The Minutes were reviewed.
- A motion to approve the November minutes was made by Vincent, seconded by Beth and unanimously approved.

IV) President's Report

- Everyone is to send their top committee preferences to Julie. Julie and Jim will then create the committees by next meeting.
 - ◆ Long range this year will be meeting quite often. The direction the library is going needs to be reviewed. We need to focus on what the community wants and needs and how we can help.
 - ◆ We also will look at the survey that was previously done years back.
- A motion to approve Carol LaColla to fill Bill Tresnan's spot until the end of 2022 was made by Sarah, seconded by Anthony and unanimously approved.

V) Financial Report

- The November warrant was presented in the amount of \$21,245.97.
 - ◆ It is a larger warrant because it was from November 2021 to January 2022.
 - ◆ A motion to approve all financial reports was made by Anthony, seconded by Sarah and unanimously approved.
- The audit from RBT was presented. Joanna will set up a call with RBT, Julie, Anthony, and Jim to discuss their recommendations. We need to fully understand what is expected of us and how to do it going forward. Once explained we will write a response to their recommendations.
- The 2022 Pre-approval bills (annual warrant) were presented. The Doyle Security Camera lease was added. (List is attached)

- ◆ A motion to approve the 2022 pre-approval bills was made by Janice, seconded by Vincent and unanimously approved.

VI) Director's Report

- Old Business
- New Business

(I) Hours- With Covid ramping up again Julie would like to do a split schedule with an A and B staff. We will shorten the hours to 40 hours a week to help prevent cross contamination.

(a) If someone tests positive, they will take 10 days to quarantine.

(b) A motion to approve Julie to go to a split staff schedule was made by Vincent, seconded by Janice and unanimously approved

(c) If someone is exposed that will be dealt with on a case by case basis by Jim and Julie

(II) Masks

(a) We will try to get some KN95 masks for our staff. Our staff will need to wear the KN95 or double surgical masks. They will be advised to also take mask breaks.

(III) Nancy Abrantes bench

(a) Nancy's husband donated a bench in her memory. Due to the weather we have to wait until spring to put it out. We also have left over money to place nice flowers around the bench.

(IV) Oaths

(a) Everyone needs to email Joanna their best times to complete their oaths face to face.

(V) Annual Report

(a) Usually due in February but Mid-Hudson hasn't opened it up yet so we will keep the board posted.

VII) Other:

VIII) Committee Reports

IX) Finance/Personnel/Election: Janice, Anthony- nothing to report

X) Buildings & Grounds/Long range: Janice, Anthony, Joan- nothing to report

XI) Liaison to Friends & Community (PR): Vincent, Beth, Joan- nothing to report

XII) No public input.

XIII) Adjournment-

A motion to adjourn the meeting at 7:41pm was made by Janice, seconded by Vincent and unanimously approved.

2022 Expenses for Preapproval

Payroll

1. All payroll checks
2. Health benefits as follows:
 - Health \$1063.65 pp/month
 - Dental \$36.88 pp/month
 - Vision \$4.62 pp/month
3. Worker's Compensation (Utica)
4. AXA- Retirement
5. Custodial Services (\$690/month)
6. Federal payroll taxes
7. State payroll taxes

Utilities

1. Central Hudson (gas and electric)
2. Verizon (telephone)
3. Village of Fishkill (water)

Contracts

1. Mid-Hudson Library System for the following:
 - Databases
 - Automation (Sierra)
 - Delivery
 - General Assessment fee
 - Website
2. Vanguard (Roof)
3. EZ-Flow (Gutters)
4. Johnson Controls (Fire extinguishers)
5. RBT (Accounting/audit)
6. Thomas, Drohan, Waxman, Petigrow & Mayle, LLP (Lawyer)
7. Insurance (Utica)
8. Insurance umbrella policy (Utica)
9. D. Silvestri (Furnace/HVAC)
10. Doyle (Security)
11. LEAF
12. Doyle Security- Camera Lease

Paid Online

1. LEAF Copier
2. CDPHP
3. Bank of America Credit Card
4. United Healthcare

5. MVP
6. Central Hudson
7. Verizon
8. Overdrive