

BLODGETT MEMORIAL LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING – February 9, 2022  
Zoom/In person

Trustees Present

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

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

- I) President James Miccio called the meeting to order at 6:37 p.m.
- II) Approval of January 2022 Minutes
  - The Minutes were reviewed.
  - A motion to approve the January minutes was made by Vincent, seconded by Beth and unanimously approved.
- III) President's Report
  - RBT needs approval of the 990 which was sent electronically to the board.
  - A motion to approve the 990 and allow RBT to continue to file with the state was made by Joan, seconded by Janice and unanimously approved.
- IV) Financial Report
  - The January warrant was presented in the amount of \$14,761.44.
    - ◆ RBT was one of the large charges for \$10,750. This included our audit and 990.
    - ◆ A motion to approve all financial reports was made by Carole, seconded by Vincent and unanimously approved.
- V) Director's Report
  - Old Business
    - ◆ Annual Report- The Mid-Hudson Library Annual Report is due February 25<sup>th</sup>. We will try to email the finished report out by the 21<sup>st</sup>, hopefully sooner.
    - ◆ A motion to approve the annual report pending any changes made by the board once sent out was made by Janice, seconded by Carole and unanimously approved.
    - ◆ Next year we will move our board meeting until after the report is already completed so we can approve it after it has been reviewed.
  - Policy Handbook
    - ◆ We should have completed version by March or April.
  - Employee Search
    - ◆ We will currently hold off on searching for a new employee whether it be librarian or sr. library clerk.

- ◆ We are working with Mid-Hudson to form a Turning Cohort team which will help us identify the needs of our community. Joanna will send Turning Cohort information out to the board.
  - ◆ We will look at a previous survey which was done and in general try to find out what the community wants. From there we will better identify what position is needed.
  - ◆ Julie will be working with local schools to see if they can hand out surveys or questions to see what parents and educators need from the library.
  - ◆ The board would also like to see more Facebook posts about what we have to offer.
- New Business
    - (a) Committee Assignments - Below are the current committee assignments .The first person named is the Chair of the committee.
      - (i) Finance/Personnel/Election -Janice, Anthony, and Carole
      - (ii) Buildings & Grounds/ Long Range - Anthony, Janice, and Sarah
      - (iii)Liaison to Friends/ Community (PR) - Vincent, Beth, and Joan
    - (b) Mask mandate
      - (i) We currently will follow the school guidelines.
    - (c) Meeting dates - Joanna will send meeting date invitations.
    - (d) Trustee Handbooks will be delivered soon for the new trustees. We had to order them and we need to wait until they are printed. Also Mid-Hudson offers lots of Trustee training.
    - (e) Sexual Harassment training has begun for the staff and will begin for the board in April.
    - (f) We also will be scheduling another CPR training for April.
    - (g) Jim will look into Mobile Life being contracted to check AED device.
    - (h) Jim will train Julie on the fire extinguisher inspections.

VI) Other:

VII) Committee Reports

VIII) Finance/Personnel/Election: Janice, Anthony & Carole - nothing to report

IX) Buildings & Grounds/Long range: Janice, Anthony, & Sarah - nothing to report

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

XI) No public input.

XII) Adjournment -

A motion to adjourn the meeting at 7:35pm was made by Janice, seconded by Beth 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