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 25th. We will try to email the finished report out by the 21st, 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