BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – December 12, 2023 6:00 pm
In person

Trustees Present
☒ Anthony Ruggiero
☒ Janice Ballard
☐ Vincent Sullivan
☒ Beth Allee
☒ Sarah Smith
☒ Carole LaColla
☒ Lois Miccio
☐ Lynette Whiteman
☐ Tracy Dunstan

Staff Present
☒ Julie Spann, Director
☒ Joanna Aquafredda, Office Manager

I) President Anthony Ruggiero called the meeting to order at 6:07 p.m.
II) Approval of November 8, 2023 minutes.
   • The Minutes were reviewed
   • A motion to approve the November minutes was made by Carole, seconded by Sarah and unanimously approved.
III) President’s Report
IV) Financial Report
   • Budget Modifications
     1. The following budget modifications were presented:

November 2023 Monthly Budget Modifications

<table>
<thead>
<tr>
<th>Account From</th>
<th>Account to</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500-00 Building Expenses</td>
<td>5410-00 Library Supplies</td>
<td>$ 575.00</td>
<td></td>
</tr>
<tr>
<td>5500-00 Building Expenses</td>
<td>5420-01 Postage</td>
<td>$ 55.00</td>
<td></td>
</tr>
<tr>
<td>5500-00 Building Expenses</td>
<td>5440-02 Youth Programs</td>
<td>$ 750.00</td>
<td>Program expenses</td>
</tr>
<tr>
<td>5500-00 Building Expenses</td>
<td>5440-03 Children Program</td>
<td>$1,900.00</td>
<td>Program expenses</td>
</tr>
<tr>
<td>5500-00 Building Expenses</td>
<td>5450-00 Telephone</td>
<td>$ 575.00</td>
<td>Increased costs</td>
</tr>
<tr>
<td>5520-01 Sanitizing</td>
<td>5471-04 Website Hosting</td>
<td>$ 541.00</td>
<td>Website Domain every 5 years</td>
</tr>
<tr>
<td>5550-00 Equipment Maintenance</td>
<td>5480-00 Computer Support</td>
<td>$1,220.00</td>
<td>Paid contract for 2024</td>
</tr>
<tr>
<td>5520-01 Sanitizing</td>
<td>5510-02 Electric</td>
<td>$1,142.00</td>
<td>Increased Costs</td>
</tr>
<tr>
<td>5550-00 Equipment Maintenance</td>
<td>5550-01 Copier</td>
<td>$ 146.00</td>
<td></td>
</tr>
<tr>
<td>5500-00 Building Expenses</td>
<td>6130-00 Disability Insurance</td>
<td>$ 829.00</td>
<td>Increased Costs</td>
</tr>
<tr>
<td>5510-01 Gas/Heat</td>
<td>6130-00 Disability Insurance</td>
<td>$1,337.00</td>
<td>Increased Costs</td>
</tr>
</tbody>
</table>

TOTAL                              |                             | $ 9,070.00|                      |

A motion to accept the presented budget modifications was made by Janice, seconded by Carole and unanimously approved.
• Donations:

(I) Direct to the Library: Donations to the library totaled $21,205.76. $20,868.76 was donated from Stenger, Diamond, and Glass LLP on behalf of the Frank Sharples Trust.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRANSACTION TYPE</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
<th>BALANCE</th>
<th>CUSTOMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-00 Donations: Donations</td>
<td>25.00</td>
<td>25.00</td>
<td>Marcella Gardella</td>
</tr>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-05 Donations: Donations</td>
<td>50.00</td>
<td>75.00</td>
<td>Richard Fiorile</td>
</tr>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-05 Donations: Donations</td>
<td>50.00</td>
<td>125.00</td>
<td>James Flood</td>
</tr>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-05 Donations: Donations</td>
<td>50.00</td>
<td>175.00</td>
<td>Maureen Primrose</td>
</tr>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-05 Donations: Donations</td>
<td>142.00</td>
<td>337.00</td>
<td>Donald Siebert</td>
</tr>
<tr>
<td>11/09/2023</td>
<td>Deposit</td>
<td>4050-05 Donations: Donations</td>
<td>20,868.76</td>
<td>21,205.76</td>
<td>Stenger, Diamond and Glass LLP</td>
</tr>
</tbody>
</table>

Total for 4050-05 Donations - Misc Direct to Library $21,205.76

Total for 4050-00 Donations $21,205.76

TOTAL $21,205.76

(II) Direct to Friends:

<table>
<thead>
<tr>
<th>CHECK NO.</th>
<th>PMT METHOD</th>
<th>RECEIVED FROM</th>
<th>MEMO</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>321</td>
<td>Check</td>
<td>Veena Gangasani</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>776</td>
<td>Check</td>
<td>France, Monet</td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

DEPOSIT SUBTOTAL 150.00

LESS CASH BACK

DEPOSIT TOTAL 150.00

A motion to accept the donations made to the Friends in the total of $175, direct to the library in the total of $21,205.76, was made by Janice, seconded by Sarah and unanimously approved.

V) Director’s Report

• Old Business
  (I) RFP Responses
    a) Alfandre Architects
    b) Butler, Rowand and Mays
    c) Battoglia Architects
    Janice, Anthony and Julie met with Mays. They are architects, but do grants, planning, visioning. Officially, we would have to reject the RFPs and go until January. Motion by Carole, seconded by Sarah. Unanimously approved.
  (II) 990 Approval – 2021 year was finally finished and ready to be reviewed. Will have this scanned and sent to the Board for review. (when is the ‘file by’ date?) We will look for new auditors, and do an RFP for a new company.
  (III) Personnel
    a) Canvas letter outcome – Diana Wendell as new Librarian
    b) Discussion on Interview benefits – Aaron Greene – to hire him hourly for the Senior Clerk position. Can pick up hours when we are short some staff.

• Went into Executive Session at 6:50pm – motion by Carole, seconded by Lois.
• Motion to leave Executive Session by Carole at 7:27, seconded by Janice.
• New Business
  (I) PTO policy-converting unused days – no members are in favor of this.
  (II) Personnel
    (a) Senior Clerk Canvas.
    (b) Update on employees taking time off
• Other
  (I) Authorize Julie to hire Diana Wendell (Librarian) and Aaron Greene (Senior Clerk) at appropriate salaries and benefits. Motion to approve was made by Beth, seconded by Sarah.
  (II) Janice discussed a tree issue on her property that needs to be cut down. Discussed certificate of insurance, basic request for usage of premises. Motion was made to authorize the indemnification for tree service for the adjacent neighbor that will access the library property was made by Sarah and seconded by Carole.

VI) Committee Reports
VII) Finance/Personnel: Chair-Carole Members- Janice and Vincent- Meet before every board meeting at 6:15pm
VIII) Buildings & Grounds: Chair-Janice Members-Sarah and Lois- August 9, 2023 after the board meeting
IX) Long Range: Chair- Lynette Members-Sarah and Beth- September 12, 2023 after the board meeting
X) Friends: Chair and Liaison- Beth members- Vinny, Lois, Lynette- October 11, 2023 after the board meeting
XI) No public input
XII) Adjournment -
  A motion to adjourn the meeting at 7:36 pm was made by Beth, seconded by Sarah and unanimously approved.