

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

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

DATE	TRANSACTION TYPE	ACCOUNT	AMOUNT	BALANCE	CUSTOMER
- 4050-00 Donations					
- 4050-05 Donations - Misc Direct to Library					
11/09/2023	Deposit	4050-05 Donations:Donations - ...	25.00	25.00	Marcella Gardella
11/09/2023	Deposit	4050-05 Donations:Donations - ...	50.00	75.00	Richard Fiorile
11/09/2023	Deposit	4050-05 Donations:Donations - ...	50.00	125.00	James Flood
11/09/2023	Deposit	4050-05 Donations:Donations - ...	50.00	175.00	Maureen Primrose
11/09/2023	Deposit	4050-05 Donations:Donations - ...	162.00	337.00	Donald Siebert
11/09/2023	Deposit	4050-05 Donations:Donations - ...	20,868.76	21,205.76	Stenger, Diamond and Glass LLP
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:

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
321	Check	Veena Gangasani		50.00
776	Check	France, Monet		100.00
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

- Alfandre Architects
- Butler, Rowand and Mays
- 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

- Canvas letter outcome – Diana Wendell as new Librarian
- 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.