

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – January 10, 2024 7:00 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

Other Guests

- Ozzy Albra

I) Library Director, Julie Spann, called the meeting to order at 7:04 p.m.

II) Slate of Officers were presented as

- President- Anthony Ruggiero
- Vice-President- Janice Ballard
- Secretary- Vincent Sullivan
- Treasurer- Carole LaColla

A motion to accept the Slate of Officers as presented was made by Carole, seconded by Beth and unanimously approved.

Tracy Dunstan would like to be added to Long Range Committee.

III) Approval of December 12, 2023 minutes.

- The minutes were reviewed
- A motion to approve the December minutes was made by Carole, seconded by Lynette and unanimously approved.

IV) Ozzy Albra- Informed the board that 2026 the Town of Fishkill will be celebrating the 250th anniversary of the Declaration of Independence. It will be a yearlong event and Ozzy would like Blodgett to be a part of it. The board would love to participate. In addition, Ozzy would like access to the History room in order to prepare. Julie advised Ozzy to contact Toni, our local historian, to schedule a time to access the history room.

V) President's Report

- (i) Joan Gambeski's memorial is Friday the 12th from 3-7 at Miller funeral home on Hooker Ave in Poughkeepsie.
 1. Joanna will be collecting funds to contribute to Joan Gambeski's scholarship fund in lieu of flowers. She will send out an email with all details.
- (ii) A parade to celebrate the Village of Fishkill's 125th Anniversary will be in February and conclude at the Dutch Reformed Church with a Candlelight concert.
- (iii) The agenda for one future meeting will be kept light to allow sufficient time to discuss the vision of the future of the Library.

(iv) In the near future the board is to complete a review for Julie. Tracy will send us a copy of the review she uses.

VI) Financial Report

- ◆ Bills that are paid online need to be reviewed and approved.
 - (I) A motion to approve the bills paid online as per our policy was made by Carole, seconded by Janice and unanimously approved.
- ◆ Budget Modifications
 - (I) The following budget modifications were presented:

**December 2023 Year end Monthly Budget
Modifications**

Account From	Account to	Amount	Explanation
5350-01 Hoopla	5200-04 Computer supplies	\$241.00	Increased Costs
5350-01 Hoopla	5200-11 Computer software	\$302.00	homebase, quickbooks, google storage
5350-01 Hoopla	5300-05 Large Print	\$1,712.00	
5350-01 Hoopla	5400-01 Marketing/Public Relations	\$309	Facebook, canva, constant contact, flyers
5350-01 Hoopla	5410-00 Library Supplies	\$ 674.00	Increased Costs
5350-01 Hoopla	5420-01 Postage	\$ 53.00	
5350-01 Hoopla	5440-02 Youth Program	\$841.00	Program expenses
5300-01 Adult Books	5440-03 Children Program	\$ 1,637.00	Program expenses
5320-00 Periodicals	5450-00 Telephone	\$633.00	Increased Costs
5350-01 Hoopla	5550-01 Copier	\$ 385.00	Increased Costs
5320-00 Periodicals	5900-00 Misc	\$660.00	
5300-01 Adult Books	6140-00 Workers Comp	\$ 769.00	

A motion to accept the presented budget modifications was made by Janice, seconded by Lynette and unanimously approved.

- ◆ Donations:
 - (I) Direct to the Library:
 - Check Mary Jo Ross 100.00
 - Check Margaret A. Dunleavy To purchase banned books 100.00

Check Teresa Hardin Elevator 2000.00
Check Dot and Paul Keller Where it is needed most 200.00
Check Roderick Link, Jr. Computer network fund 5000.00
Check William Veitinger Thank You Rick 100.00
Deposit Subtotal \$7,500

(II) Direct to Friends:
Check The Blackbaud Fund 48.55
Check Tarun Saha 75.00
Check Lynette Burneson 25.00
Check Eric Wagner 25.00
Check American Online Giving Foundation 65.00
Check Roger Jones 20.00
Check Joseph Jubinsky 100.00
Cash 40.00
DEPOSIT SUBTOTAL 398.55

- ◆ A motion to accept the donations made to the Friends in the total of \$398.55, direct to the Library in the total of \$7,500, was made by Lois, seconded by Vincent and unanimously approved.

VII) Director's Report

- Old Business

(I) Logo- We took a vote and Design #5 won the most votes.



(II) 990 Approval- Joanna previously sent the 990 by email to the board for review.
(a) A motion to approve the 990 from 2021 was made by Janice, seconded by Carole and unanimously approved.

(III) Cutler, Rowland and Mays

1. They will be at Blodgett on 1/24 at 1:30pm and will stay for a special board meeting at 6pm.

- New Business

(I) Annual Report Pre-approval- Due February 16th

- (a) Joanna sent out last year's annual report to review. 2024's annual report is due February 16th but we won't have our board meeting until the 21st. The report hasn't opened yet but once it does and it's completed Julie will send out the completed report by email to the board.

(b) A motion to authorize Julie and Joanna to complete and submit the annual report on the 16th was made by Tracy, seconded by Sarah and unanimously approved.

(II) Trustee Education Policy- Joanna will send out the policy in Word so corrections can be made.

(III) Sexual Harassment Training- Joanna will send out the training links to be completed by next meeting.

(a) We will create a policy for Board, if they have taken the training through their employer it is not needed to do it through us as well as long as it follows NYS guidelines.

(b) Friends Group and Staff will still need to complete the training we assign to them.

- Other

(I) Friends Group should formally adopt a membership roster. Joanna will email and inform them.

(II) Our Sr. Clerk has accepted a full time position somewhere else. Julie and Joanna will begin the search for another Sr. Clerk.

(III) Julie and Joanna will begin looking for different Auditors.

(IV) Mid Hudson Library System Board members want to attend one of our board meetings. Janice will respond and see if they can attend the April meeting.

VIII) Committee Reports

IX) Finance/Personnel: Chair-Carole Members- Janice and Vincent- Meet before every board meeting at 6:15pm

X) Buildings & Grounds: Chair-Janice Members-Sarah and Lois- August 9, 2024 after the board meeting

XI) Long Range: Chair- Lynette Members-Sarah and Beth- September 12, 2024 after the board meeting

XII) Friends: Chair and Liaison- Beth members- Vinny, Lois, Lynette, Tracy- October 11, 2024 after the board meeting

XIII) No public input.

XIV) Adjournment -

A motion to adjourn the meeting at 8:09PM was made by Carole, seconded by Beth and unanimously approved.