

Philmont Public Library  
101 Main Street  
Philmont, NY 12565

### **November 3, 2021**

The regular November meeting of the Philmont Public Library Board of Trustees was called to order at 7:05 PM by President Faith Benson. Also present were Vice President Barbara Sagal, Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner, Director Tobi Farley, Member Nat Drake, and Village Liaison Representative Jason Detzel.

Public Comment: None

Visitors in Attendance: None

Minutes: A **MOTION** to accept the October 2021 minutes as submitted was made by Bolevice, seconded by Sagal, and unanimously approved.

Correspondence (Gardner):

Gardner reported that she sent a thank you note to Romanoff Industries in Chatham for the generous donation of various plastic bins and totes.

President's Report (Benson):

Benson reported reaching out to Rebekkah Smith Aldridge regarding Open Meeting Law rules for documents presented for discussion. Aldridge's response was that that the following must be *available to the public* 24 hours prior to an open meeting:

- a) The meeting's agenda
- b) Any written reports to be discussed at the upcoming meeting (e.g., reports from the President, Director, Financial Officer, Committee Chairs)
- c) Any proposed policy, written as it will be discussed
- d) Any existing policy possibly to be revised, preferably a redlined version showing proposed changes

We will comply by ensuring that all such documents make it to Farley (email is fine) at least 24 hours in advance of meeting.

Financial Report (Bolevice):

Bolevice reported that the budget-to-actual numbers are as expected.

Village Liaison Report (Detzel):

The requested raise for the Library Clerks was approved at the last Village meeting.

Library Director's Report (Farley):

- The FDR Library series recording was uploaded to the website and participants emailed.
- Dino-ember: Like Elf on the Shelf but with Dinosaurs. There will be special story times, challenges, drop-in programs and giveaways.

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- Farley informed the Board of afterschool workshops for students 3rd to 12<sup>th</sup> grade. They will learn techniques on how to relax and take breaks during study sessions at home. Each participant will get a Romanoff bin and a timer. The class will be led by Mariola Stahlberg, author of “5 Star Program”.
- Farley is working with Habitat for Humanity to set up a date for the toolshed move and safety workshops.
- The office has been reinvented as a reservable meeting space for patrons.
- We received our annual \$15,000 from the Town of Claverack.
- 642 people visited the Library in October.
- Farley showed the Board members Recite Me, a new feature designed to enhance accessibility. It is funded by the CCLA for all county libraries. Features include text to speech, and alternate fonts and colors for patrons with reading difficulties.
- We will be having a monthly history series with the NY Historical Society and the Columbia Libraries Association.
- Farley attended MHLS annual meeting and a talk with the new President of ALA on equity and inclusion.
- Central Library/Collection Development meeting: The discussion included adding Recite Me to the catalog. Also, funds that the CL get from the state may be used to pay for digital fiction items, currently disallowed.

#### Building Committee Report (Bolevic):

Bolevic reported that the contractors can't get the originally specified equipment for the boiler project so are substituting with something else. In the meantime, Bolevic has brought several space heaters to the Library to heat the space.

The Board discussed how to move forward with renovation plans now that the structural issues are being resolved. It was resolved that Building Committee members would email their ideas and then meet via Zoom on December 8<sup>th</sup> at 7 PM to discuss and create a proposal to bring to the full Board.

#### Art Committee Report (Drake):

Drake reported he will be hanging the work of the next artist (Marion Vinot) this Thursday for her show that starts November 13<sup>th</sup>.

#### Policy Committee Report (Benson):

Changes to the General Conduct Policy, Appendix J, and Appendix K were discussed.

Bolevic made a **MOTION** to approve the changes to the General Conduct Policy, seconded by Drake, and unanimously approved.

Bolevic made a **MOTION** to approve the additional clause to Appendix J, seconded by Drake, and unanimously approved.

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Bolevice made a **MOTION** to approve the revision to Appendix K, seconded by Sagal, and unanimously approved.

#### Old Business

A potential new Board member was discussed.

#### New Business

Drake made a **MOTION** to raise the salary for the library clerks from \$13 to \$15 an hour, effective immediately, seconded by Bolevice and unanimously approved. Gardner will send an email to the Village Board informing them of the decision.

Sagal made a **MOTION** to go into Executive Session to discuss a police investigation, seconded by Benson, and unanimously approved.

Sagal made a **MOTION** to come out of Executive Session, seconded by Drake, and unanimously approved.

Bolevice made a **MOTION** to adjourn at 8:36, seconded by Sagal, and unanimously approved.

The next Philmont Public Library Board meeting will be held on December 1, 2021 at 7:00 PM, in the Library's Cultural Center.

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#### **ACTION ITEMS**

**GARDNER** - Write a letter to the Village Board regarding clerk salary raise.