

Philmont Public Library
101 Main Street
Philmont, NY 12565

5 October, 2022

The regular October Meeting of the Philmont Public Library Board of Trustees was called to order at 6:11 PM by President Faith Benson. Also present were Vice President Barbara Sagal, Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner, Member Nat Drake, Member Peter Johnson, and Village Liaison Jason Detzel.

Visitors in Attendance: James Clarke and Ben Syden from Laberge Group; Mayor Brian Johnson

Public Comment:

Benson welcomed the visitors and provided background materials and narrative explaining the Board's desire for their professional assistance with building plans.

Clarke advised a "funding quilt" approach to fundraising and not spending money on the structural issues without further investigation.

Johnson advised Syden and Clarke that a recent NYSEDA study found that insulating the current building would be costly and difficult. Johnson agreed to send the report to the Laberge Group.

Clarke and Syden promised to get a feasibility study proposal to the Village and Library Trustees within two weeks.

**** Visitors leave****

Minutes: A **MOTION** to accept the September 2022 minutes as written was made by Bolevice, seconded by Sagal, and unanimously approved.

Correspondence (Gardner):

Gardner reached out to Nathaniel at Free Columbia about collaborating on a press release, but he has resigned from the organization. Gardner to follow up with a different contact at Free Columbia.

On Benson's request, Gardner agreed to send raw notes and action items to Library Trustees and Village Liaison within a week of each meeting.

President's Report (Benson):

Benson reported that the bulk of her time was spent in communications preparing for this meeting.

Financial Report (Bolevice):

Bolevice presented the financial report. The numbers are as expected within budget.

On Johnson's request, Bolevice agreed to find where the Library reserve funds are kept and if they are in the Library's name.

Library Director's Report (Farley):

Farley not in attendance. There were no questions about her written report.

Philmont Public Library
101 Main Street
Philmont, NY 12565

Advisory Art Committee Report (Drake):

None

Village Liaison Report (Detzel):

None

Advisory Policy Committee Report (Benson):

The Policy Committee recommended new language for the “Committee Responsibilities” section of the Board of Trustees Policy to cover all events not organized solely by the Library Director.

A **MOTION** to accept the following addition to the Board of Trustees Policy was made by Sagal, seconded by Johnson, and unanimously approved:

Committees that are planning and arranging Library events, including programs, exhibits, workshops, lectures, and performances, shall be responsible for the following preparatory actions which shall be organized and facilitated by their Chairpersons:

- a. Speak with the presenter(s) to discuss what is being proposed. Identify tentative dates, times, and exact places for the event(s).
- b. Have the presenters fill out an application form, including descriptions/photographs/recordings relevant to their proposals, as well as their agreement to act in accordance with all Library Policies.
- c. Meet with the Director before anything is definite in order to assure that the Library is free on those dates and at those times.
- d. Have the Director approve the exact budget per person or per group (for each event if there is to be a series).
- e. Identify supplies and arrangements that will be necessary. These should be part of the budget if applicable.
- f. Confirm these details with the presenters. Inform the Director when the presenters agree.
- g. Coordinate advertising: Clarify who will do what, when, and where. Supply descriptive details of the program’s content in addition to presenters’ names, bios if applicable, specific dates, times, and locations of the event(s).
- h. Keep the Director abreast of any changes. Go back to the presenters if necessary. Confirm the final arrangements with the Director.
- i. If the event is being financed through a grant, make sure that plans are reviewed with the Director throughout the whole process in order to:
 - 1) make sure that the planned events fit within the parameters of the grant.
 - 2) complete all stipulated requirements on time. Check with the Director that the information being provided is complete.

Philmont Public Library
101 Main Street
Philmont, NY 12565

Benson asked Trustees send comments regarding Sexual Harassment and Workplace Violence policies for the Village to Gardner, who will compile and forward to Detzel.

Old Business

The Friends of Philmont Public Library is folding and will be sending its collected funds to the Library.

New Business

None

A **MOTION** to adjourn at 8:01 PM was made by Gardner, seconded by Benson.

Our next meeting will be Wednesday, November 2nd at 6pm at the Library.

ACTION ITEMS

All: Look through handout of Village Policies on sexual harassment and violence in the workplace and send comments to Gardner.

Bolevic: Find out where reserve funds are kept and if they are the Library's name.

Drake: Reach out to Taconic Hills regarding a possible Junior/Senior class art show. *(Carryover from September)*

Farley: Ask Village CPA if donations can be tax deductible; Ask Habitat if they target Section 8 applicants; Find out about an MOU with the Village. *(Carryover from September)*

Gardner: Write article tool shed for the paper, follow up with different contact at Free Columbia. *(Carryover from September)*

Johnson: Send the NYSERDA report to the Laberge Group.