

Philmont Public Library
101 Main Street
Philmont, NY 12565

1 March, 2023

The regular March Meeting of the Philmont Public Library Board of Trustees was called to order at 6:05 PM by President Faith Benson. Also present were Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner. Member Nat Drake, Member Peter Johnson, and Director Tobi Farley. Not present was Village Liaison Jason Detzel.

Visitors in Attendance: Michael Wedd and Suzi Miranda.

Public Comment: Miranda is interested in joining the Library Board.

Minutes: A **MOTION** to accept the February 2023 minutes as amended was made by Drake, seconded by Bolevice, and unanimously approved.

Correspondence (Gardner):

None

President's Report (Benson):

A **MOTION** to elect Michael Wedd to Philmont Library Board of Trustees, effective immediately, was made by Benson, seconded by Gardner, and unanimously approved.

A **MOTION** to change Article III, Section 2 of the Library By-Laws from "...the trustee may then be elected and recommended for appointment to the Village Board for a full term." to "...the trustee shall then be recommended for appointment by the Village Board for a full term." was made by Benson, seconded by Johnson, and unanimously approved.

A **MOTION** to change Article III, Section 3 of the Library By-Laws from "Any Library trustee who misses three consecutive meetings may be dismissed from the BOT..." to "Any Library trustee who has unexcused absences from meetings may be dismissed from the BOT..." was made by Gardner, seconded by Benson, and unanimously approved.

Johnson discussed the possibility of an ex-Board member re-joining, and Benson updated the Trustees on the tax-exempt status of the Friends.

Benson introduced several workshops that will meet the requirement for two hours of training per trustee, per year.

The Board discussed how reports are communicated and disseminated in response to a question by Wedd.

Financial Report (Bolevice):

General discussion of our savings account, interest rates, investment options, direct control of our money, accuracy of financial records, transparency to donors during fundraising, etc.

Farley to invite Bob Patterson, Village accountant, to a Library Board of Trustees meeting.

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Village Liaison Report (Detzel):

Detzel absent. Gardner informed the Board that the LaBerge contract was signed by the Village Trustees and the monies allocated at the February Village BOT meeting. Gardner and Bolevice took measurements of the interior of the building and Gardner shipped plans and several copied documents (permits, grants, etc.) to LaBerge.

Library Director's Report (Farley):

Farley went through her report. She will send the list of past *Book It!* fundraiser sponsors and asked that Trustees nominate additional business sponsors to contact.

The Board agreed to invite Sharon Davis or Mark Wilson from MHLS to a meeting.

Policy Advisory Committee Report (Benson):

A **MOTION** to accept Village Attorney Fitzsimmons' amendments to the Library's Law Enforcement Inquiry and Surveillance Policy was made by Johnson, seconded by Drake, and unanimously approved.

A **MOTION** to accept the Self-Evaluation Form, Director Evaluation Form, and the Anonymous Trustee Evaluation Form was made by Johnson, seconded by Gardner, and unanimously approved.

All Trustees must submit the annual evaluation forms in either electronic or hard copy to Johnson. All evaluations are due by the April meeting. New trustee Wedd is excused from the requirement.

Arts Advisory Committee Report (Drake):

Victoria Brill, curator, suggested that future art shows should be proposed by the artists themselves. Arthur King, photographer, is the next show, followed by Melissa Forbes, and then Maria Crespo. Drake will present a new draft form (based on the existing event form) for artist events by the April meeting.

Old Business

None

New Business

Farley introduced two options for increasing employee hours and salaries. A **MOTION** to raise the personnel salary budget to \$59,000 for 2023-2024 from its current \$53,500 was made by Bolevice, seconded by Johnson, and unanimously approved.

Johnson was appointed as Acting President and Chair of the Policy Committee by Benson.

Benson nominates Suzi Miranda for Trustee, with the election to be held at the April meeting.

Johnson highlighted that the Library needs an Active Shooter Policy. He will check with the Village Clerk whether they themselves have a policy.

A **MOTION** to adjourn at 7:51 PM was made by Johnson, seconded by Bolevice, and unanimously approved.

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Our next meeting will be Wednesday, March 1st at 6pm at the Philmont Library.

ACTION ITEMS

Arts Advisory Committee: Establish consideration criteria for artists.

Benson: Update Policies and Contact List. Submit Use Agreement Form to Fitzsimmons.

Detzel: Find out if Philmont Village carries liability insurance for Trustees and Officers. Write a press release for the Pollinator Pathway.

Gardner: Inform Village Clerk of Trustee changes.

Farley: Ask accountant about transparency into finances.

Johnson: Ask Village Clerk about the existence of an Active Shooter Policy.