

Philmont Public Library  
101 Main Street  
Philmont, NY 12565

## **December 6, 2023**

The regular November meeting of the Philmont Public Library Board of Trustees was called to order at 6:05 PM by President Peter Johnson. Also present were Vice President Faith Benson, Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner, Director Tobi Farley, Member Suzi Miranda, Member Barry Marshall, and Village Liaison Jason Detzel. Member Michael Wedd was absent.

Visitors in Attendance: None

Public Comment: None

The Board discussed the action items from November's meeting.

**Minutes:** A **MOTION** to accept the November 2023 minutes with no change was made by Bolevice, seconded by Benson, and unanimously approved.

### **Committee Reports**

#### Library Director's Report (Farley):

Written report available on Philmont Library Website. Discussions Included:

- We received a Humanities NY Grant of \$1350 for the Banned Book Club. It will be used to pay the book club leader (\$1,000) and the remaining will be put into the Library's general account.
- There are issues with the lights in the rear entrance hallway. Farley's husband, an electrician, has tried fixing it.
- The toilet is plugged up. Bolevice will bring a snake and attempt to fix it.

#### President's Report (Johnson):

Written report available on Philmont Library Website. Johnson added that he attended a seminar about endowment investment policies.

#### Financial Report (Bolevice):

No spreadsheet received this month. Have not yet agreed on a meeting time with the Village accountant to receive a chart of accounts.

#### Correspondence (Gardner):

A thank you note sent to the Ghent couple who donated \$2,000.

#### Arts Advisory Committee Report (Miranda):

No meeting this month. The snowflakes on display this month may be used for a fundraising opportunity next year.

#### Village Liaison Report (Detzel):

None

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#### Policy Report (Benson):

The Mid-Hudson Library System is compiling a report of all salaries, hours and benefits for each staff role for the library. The last one was done in 2020. MHLS wants every library to have a full-time director, no matter how small it is. Our Director is a part-time position, scheduled for 100 hours a month. Farley routinely logs an additional 2-3 days a month of unpaid time.

#### **Old Business**

Jeri Burns and Tom Paino are new members of the Advisory Council.

The furnace exhaust will need to be repaired before the rainy season. Huber will only come if the leak problem is happening. We will need to close the library if it does.

#### **New Business**

Barry discussed the need for regular library promotions using bulk mailings. Barry volunteered to take the lead on obtaining a bulk mailing stamp for this purpose. February programming could be the first mailing. Gardner offered to fund the first mailing.

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#### **ACTION ITEMS**

- **Farley:** Set up in-person meeting with Village Accountant; Send Gardner information on recent donations and grants received; Meet with Gardner and MHLS.
- **Wedd:** Add Barry Marshall to Slack
- **Gardner:** Write thank you letters for grants and donations; Archive December Reports on the website; Meet with Farley and MHLS.
- **Miranda:** None
- **Johnson:** None
- **Bolevice:** Bring toilet snake.
- **Benson:** None.
- **Everyone:** Complete Trustee training and NY state sexual harassment training.

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Gardner made a **MOTION** to adjourn at 7:35 PM, seconded by Bolevice, and unanimously approved.

The next Philmont Public Library Board meeting will be held January 3, 2024 at 6:00 PM.