**Board of Trustee’s Meeting on July 20, 2023**

**Meeting Called to order at 7:02 pm by Lynn Ruggiero, Board President**.

**Board Members present at meeting:**  Karin Armstrong, Mark Campbell, David Ray, Financial Officer - Leigh Guynes, Board President - Lynn Ruggiero and Library Director - Jesse Chance.

**Note:  There was not a quorum of Board Members for this meeting, and we were unable to vote on any issues or proposals.**

**Presidents Report:**

The library will be receiving a very generous donation from the Estate of John Golden, as bequeathed by his will. The Golden’s were great supporters of the library, and we are grateful to receive this donation.   More details will follow with amounts and timeline as his estate is settled and finalized.

**Director’s Report:**

Report was electronically sent to the board members prior to the meeting.  No questions were asked regarding report submitted.

Jesse reported the Hyde Park Teachers Association has donated $600.00 to the library for general use.  As always, we are grateful for their support and generosity!

Tatiana Rhinevault will be running our election on October 12, 2023.  The following board member’s terms are completed, and we hope they are running for re-election again this year:  Carol Chambers, Paul Agne and Sue Buckley.   Additionally, we still have two open board positions.  All Board members are encouraged to help find additional members who would like to serve our community in this area.

Jesse further reported that he received praise from the community regarding Janet’s donut event.  It was a very successful event and much appreciated! Also, he has filled the 3 vacant positions for library staff:  Clerk – Estelle, Custodian – Kyle, and Programming/Technology – Morgan.

Jesse requested a special meeting to approve the ”Assurances Document” for the grant he is working to submit.  This meeting was scheduled for July 27th At 5:30pm in the annex.  He is also requesting the Buildings and Grounds committee meet to discuss the Long Range Plan.

**Financial Officer Report:**

Overall budget expenditures are at 55.5% for the year.  We were at 54% at this time last year.   The proposed budget for next year was reviewed by the board and questions were answered by Jesse.  Lynn has requested that Jan is available for the next meeting to further discuss the budget, as she has more answers to questions and can provide better insight than Jesse.  We tentatively agreed that the library will need to exceed the 2% cap – however, we were unable to vote on this.  The budget will be discussed in detail again at the August meeting and the board will decide and vote on the need to exceed the cap for either a 4% or 5% increase.

**Committee Reports:**

* **Personnel** – committee is working on Jesse’s yearly performance evaluation and hope to have it finalized before the August meeting.  Lynn will present this to Jesse on the board’s behalf.
* **Strategic Planning** – no meeting
* **Buildings and Grounds** – Will be adding a vote to special meeting agenda on July 27th to complete the gutter cleaning and choose a company based on estimates obtained. This committee will also be meeting to finalize the Facilities Management Plan.
* **Policy** - met to discuss and plan a policy for “Business Continuity Plan” which addresses the ways the library will continue to operate during different situations that may interrupt normal business activities.  Karin and Jesse will meet again to finalize this policy and present it to the board for approval.
* **Education** – no input, committee members unavailable for this meeting.
* **Public Relations** - no input, committee members unavailable for this meeting.

**Friends Report:**

(Lynn reported on behalf of Sue Buckley.)

September 9th @ 6pm will be the AIR kick-off for the Capitol Campaign projects.  They propose an upscale affair with live music, along with beer, wine and passed hors d’oeuvres.  The Friends AIR Committee also benefits from the advice of a professional fundraiser  for new innovative ideas for this project.

* Friends book sale will be held July 29th and 30th
* Friends Comedy Night will be held September 23rd.
* Representative of Friends attends the Farmers Market each Saturday.

**Meeting concluded and Adjourned by Lynn Ruggiero, Board President, at 8:07pm**

Respectfully submitted,

Leigh Guynes