

Hyde Park Library District Board of Trustees Meeting

January 18 2024

Attendance: President L. Ruggiero, V.P. C. Chambers, Secretary S. Buckley, P. Agne. K. Armstrong, M. Campbell II, D. Hinton. Office Manager J. Jurutka, and Interim Director G. Callahan

Previous Minutes: A **motion** was made by Lynn and seconded by Mark to accept the minutes as edited. Motion passed unanimously.

Office Manager's Report: Jan reported that all trustees are current with their oaths of office. She also led a short discussion of budgets, our bank accounts, and audits.

2024 Officers: Before a slate of 2024 Officers was presented, Lynn informed us that Leigh Guynes has resigned from the Board since she will be moving away from Hyde Park. Lynn then nominated Mark to be the Financial Officer, which he accepted. Karin and Mark then presented the following slate of officers for 2024. President – Lynn Ruggiero, Vice President – Carole Chambers, Financial Officer – Mark Campbell II, and Secretary - Susan Buckley. A **motion** was made by Karin and seconded by Paul to accept the slate of officers as presented. Motion passed unanimously.

President's Report: We have hired a new Director. Lisa Palmer will begin on January 29, 2024. We thank Greg for all his work and dedication to the library. A celebration luncheon for his second retirement will be held in the Spring. Lynn is preparing the annual report to the community. The goals for this year were presented---a full Board; continued focus on outreach; continued focus on increasing programming; fully integrated work with the director; focus on renovations with ground-breaking for the elevator ; new HVAC system. All committees have been re-organized for 2024. The Board has agreed to change the time and date of future meetings. Beginning in March, meetings will be held on the 4th Thursday of the month at 6:00.

Director's Report: (In addition to his electronic submission)_ Greg will consult other libraries_ to gather opinions on the topic of reconciling the budget.

Financial Report: Due to the transition of financial officers, there was no financial report. Contributions totaling \$400.00 were donated in December. Carole will send thank you notes. Expenses for 2023 were 101.6% of what was budgeted.

Friends Report: The Book Bundle profit was \$184.50. The Friends will pay for the Words and Music concert ads placed in the Northern Dutchess News. The Friends will pay for the caterer for the event.

Committee Reports:

Personnel: We have a new Director. Her contract was written and signed.

Buildings and Grounds The problem thought to be a gutter problem at the front door is a roof problem. Carole will follow up with who can repair this. Staff will block the front door and instruct patrons to use the Rt. 9 entrance if the steps become icy. We need to paint and touch up the annex. We need to have someone inspect the basement for water.

Policy Karin will meet with Greg to locate all policies on Google docs. They will also determine who has access and whether that access is “read only” or “read and edit”. The committee has decided to

consider Lisa's input on library openings and closings. Accordingly, they have tabled the Sunday opening discussion and the status of Columbus/Indigenous Peoples Day. The staff has no preference for opening or closing on Columbus Day.

New Business: Lynn tasked Building and Grounds Committee to have the furnace people check the ducts that go to Greg's office and Jan's office to determine if that is the cause of lack of heat in those rooms.

Lynn tasked the Policy Committee with updating the details of the performance descriptions for the Board committees including their relationships with the Director.

Adjournment A motion was made by Karin and seconded by Mark to adjourn the meeting. Meeting adjourned at 8:55 P.M.

Respectfully submitted,

Susan Buckley

Secretary