

Stillwater Public Library Board of Trustees meeting 12/09/2021

Called to order at 7:00 pm by Heather Frank

Members present: X indicates member NOT present

Tom Boucher	Mary Herlt X	Sharon Gavitt
John Butler	Emily Nadler	Linda Tracy
Heather Frank	Kim Maynard X	Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	
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Guests present: None

Friends Update: None

1st Public Input session: John Butler

- fundraising efforts from community members
- Met with Susan Dake of the Dake Foundation to discuss a possibly substantial contribution to our new library.
- Advised community members that 100% of Board members should donate to library
- Stewarts personnel were supportive & gave a good deal of guidance moving forward
- Second proposal to DeCrescente

EMAIL communications:

Old Business:

Motion to accept the minutes of the previous regular meeting as recommended by the Secretary:

Made by: Emily Nadler Seconded by: Linda Tracy

Passed unanimously? **YES**/ No

Finance committee report /Treasurer's Report presented by: Heather Frank

- Discussed Alpine Environmental assessment
- Cost is in addition to initial costs lists

Treasurer report - AnneMarie Hallum

Reviewed all reports. See full reports:

- Monies available
- On track for budget
- Meeting soon to discuss use of monies for building project costs
- Retirement payment going out
- Audited claims

Motion to approve the Treasurer's Report:

Made by: John Butler Seconded by: Tom Boucher

Passed unanimously? **YES / NO**

Motion to approve audited claims of \$20,355.34 for October 2021

Made by: Emily Nadler Seconded by: Linda Tracy

Passed unanimously? **Yes/No**

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Received letter from Linda Sanders sister, Priscilla Walsh, including \$25,000 in memory of our sister
- Did not get Adirondack Trust Comm Grant
- Saratoga Youth Bureau grant - applied
- Take & make snowflakes kits all set
- Sara computer & Michele's computers needed repair costs to be determined
- Suggest we put all reports "within" Sara's director report to present as 1 document each month. We can speak on our committee & have 1 simplified document.

Building and Grounds given by Sara Kipp

Topics discussed:

- Met with Paul Mays & people from Chazen
- Easement & sidewalk concerns to be addressed
- Recommend Chazen design parking lot
- 12/13 meeting with Paul
- Closing date 12/17 at 2pm-Sara will have to sign as no trustee is available

Building Planning given by

Personnel/Policy Report given by NONE

- Should meet in January to review
- Will discuss/schedule after this meeting
- Suggest REMOVE the closing metrics from our Covid 19 policy
- Difficult to post reports onto our website.
- Language added to our site regarding public access to reports

Trustee Training given by Christine Zakrzewski

- Forward the trainings to entire board
- Board members will respond received & viewed
- Chris will save in a training folder

2nd public input session: none

Correspondence from: none

Action Items:

Motion to contract Alpine Environmental for Asbestos, lead paint & mold assessment for an amount not to exceed \$6,100.

Made by Emily Nadler Seconded Sharon Gavitt

Passed unanimously **Yes/No**

Motion to remove the closing metric from our Covid-19 Phased Re-Opening Policy.

Made by Emily Nadler Seconded Tom Boucher

Passed unanimously **Yes/No**

Motion to approve the Plan of Service for 2022-2026

Made by Tom Boucher Seconded John Butler

Passed unanimously **Yes/No**

Guests present: None

New Business: Personal introductions to help us know each other.

Executive Session: none

Adjournment _7:51__ pm

Minutes recorded by the Secretary, Christine Zakrzewski