

Stillwater Public Library Board of Trustees meeting 2/13/2024

Called to order at 7:00 pm by Emily Moose & opened with a reading of the mission statement Members present: X indicates member NOT present

Tom Boucher	Brandon Dingman	Rachel Womble
John Butler	Emily Moose	Linda Tracy X
Heather Frank X	Joel Lombardi	Christine Zakrzewski
Staff Present:		
Sara Kipp, Director	Anne-Marie Hallum, Treasurer	

Guests present: none

Friends: none

1st Public Input session: none

Motion to: approve the minutes of previous meeting on 1/9/2024

Made by: Christine Zakrzewski Seconded: Rachel Wombel

Passed unanimously? **YES** / NO

Motion to: approve the minutes of Special meeting on 1/30/2024

Made by: John Butler Seconded: Tom Butler

Passed unanimously? **YES** / NO

Finance committee report /Treasurer's Report presented by: Ann-Marie Hallum

Reviewed all reports. See full reports

- Reviewed tentative budget for 2024 with a 9% increase.
- Reviewed Bond money expected expenses
- Discussed spreading Bond evenly over next 14 years, keeping taxes more consistent for the taxpayers
- Discussed retaining the premium that the school is currently holding. Who is getting the interest from the \$212,849.32
- Discussed how will we use the money from the building sale

Motion to approve the Treasurer's Report for January 2024

Made by: Tom Boucher Seconded by: Joel Lombardi

Passed unanimously? **YES** / NO

Motion to approve \$8,680.01 in audited claims as of 2/13/2024 for payment of general fund

Made by: John Butler Seconded by: Tom Boucher

Passed unanimously? **YES** / NO

Motion to approve \$ 170,407.69 in audited claims as of 2/13/2024 for payment of the Capital Project.

Made by: Christine Zakrzewski Seconded by: Rachel Wombel

Passed unanimously? **YES** / NO

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Record breaking numbers - 40 new library cards this month
- 1 Part time position no longer filled
- Hopes to change personnel - delete part time position(s) and create 1 full time clerk. To create more consistency of service.
- 3/16 Irish Music 1 - 3pm in the community room
- Job swap with Upton Coffee Sat 9-10:30 - Sara serving coffee later Jeff comes to library to clerk
- Farm to library pending

Building and Grounds given by: Sara Kipp

- Growing list of needs
- Can seek volunteers for some minor jobs

Personnel/Policy Report given by: Christine Zakrzewski

- Termination of part time employee after probationary period.

Trustee Training given by: Christine Zakrzewski

- Training & tracking requirements: <https://www.nysl.nysed.gov/libdev/trustees/education.htm>
- NICHE trainings - not approved but we can self report
- Self reporting form: <https://www.nysl.nysed.gov/libdev/trustees/Self-AssuranceForm.pdf>
- Upcoming handbook trainings: <https://midhudson.org/trusteebookclub/>
(March, June & October)

2nd public input session: none

Correspondence from: none

New Business: (reminder from last meeting) *up for reelection petitions*

- *Emily Moose*
- *Heather Frank*
- *John Butler*
- *Brandon Dingman*

Action items:

Motion to submit the FYE 2023 State Education Annual Report

Made by: John seconded:Tom

Passed unanimously? **YES** / NO

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES
RESOLUTION

At a regular meeting of the Board of Trustees (the "Board") of the Stillwater Public Library, located at 712 Hudson Avenue, in the Town and Village of Stillwater and County of Saratoga, New York (the "property"), on the 13th day of February 2024, at 7 o'clock P.M. the following resolution was offered by Christine Zakrzewski, seconded by Brandon Dingman, to wit

WHEREAS, the building located at 662 Hudson Avenue in the Town/Village of Stillwater, NY was given to the Episcopal Diocese in 1874 by the Lansing Family for public use, purchased by the Stillwater Free Library and Historical Association in 1959 for public use, and has remained a public use space since that time; and

WHEREAS, the property is no longer needed for library services following the completion of the new library facility in November 2023; and

WHEREAS, the Board has determined it is beneficial for the local community to maintain the historical purpose of the property: and

WHEREAS, the Village has offered to purchase the property for \$140,000; and

WHEREAS, the Board seeks to reimburse the library for expenses related to that property such as purchase, renovations, additions, and inflation of those costs calculated since the dates of each event,

Original Expense	Information	Cost in today's dollars
\$500	Purchase in 1959	\$5,299
\$12,000	Purchase in 2007	\$17,850
\$70,000	Purchase in 2015	\$91,087
<u>\$20,799</u>	<u>Demolition etc 2015</u>	<u>\$27,065</u>
		\$141,301; and

WHEREAS, while the offered purchase price is less than the desired reimbursement amount and the value set by an independent appraisal (by Upstate Appraisal Services, Inc. dated August 22, 2023), the board finds that the offered purchase price is significant for a municipality, ensures the continued public use of the property, and provides a community benefit.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Stillwater Public Library, hereby accepts the offer of \$140,000 for the sale of the property, as is, to the Village of Stillwater, NY, in the Village of Stillwater, in the County of Saratoga, in the State of New York, for municipal purposes.

This Resolution shall take effect immediately. This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Heather Frank	VOTING _A_	John Butler	VOTING _Y_
Emily Moose	VOTING _Y_	Brandon Dingeman	VOTING _Y_
Rachel Womble	VOTING _Y_	Joel Lombardi	VOTING _Y_
Christine Zakrzewski	VOTING _Y_	Linda Tracy	VOTING _A_
Tom Boucher	VOTING _Y_		

STATE OF NEW YORK)

)ss:

COUNTY OF SARATOGA)

I, the Secretary of the Stillwater Public Library, located in the Town and Village of Stillwater and County of Saratoga, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Stillwater Public Library held on February 13, 2024, with the original

thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Section 99.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 13th day of February 2024.

Christine Zakrzewski, Secretary

Adjournment:

Minutes recorded by the Secretary, Christine Zakrzewski