

# **Fred & Harriett Taylor Memorial Library Board of Trustees Meeting**

**Tuesday, November 9, 2021**

**Present:** President Roger Tompkins, Director Sally Murphy, Sam Pennise, Carrie Crane, Mary Jo Hanna, Travis Raab, Ruth Barry, Nancy Wightman; Erin Kellogg, Marsha Watson, Linda Carl  
Via Zoom

**Absent:** Mike Page

**Meeting Called to Order:** President Tompkins opened the meeting at 6:03 P.M

**Minutes Approval:** Trustee Pennise made, and Trustee Barry seconded, a motion to accept the October minutes. All approved.

## **Director Murphy's Report:**

Director Murphy's report stated that the collaboration with the Office of the Aging is underway and she is hopeful for more opportunities to come out of this collaboration. She is continuing her efforts to provide transportation of books or projects for those who are homebound. A notice will go out in the next newsletter that we are offering this service for that particular population.

Director Murphy reported that the conference she attended was very beneficial and thanked the board for allowing her that experience. She received some great ideas and noted the help it has already been with the middle school students during the Monday program she runs.

Director Murphy will be able to do the annual books for Pre-K again this year and mittens are upstairs for those who would like to participate.

## **Treasurer Report:**

President Tompkins reported in Trustee Page's absence that Trustee Page has been working with Director Murphy and himself on the budget and there will be a report at our next meeting.

## **Technology Report:**

Trustee Raab reported that everything is running as it should with no new developments. Directory Murphy will work with Trustee Raab on the hotspots.

## **Fundraising Report:**

Trustee Crane reported that YTD totals from the Annual Appeal letters are \$6,755 from 74 donors; 21.8% return.

## **Used Book Room Report:**

Trustee Watson reported that the Ebay sales for October were \$327.00 and the Saturday book sales were \$460.50. The monthly total for October is \$787.50. The year to date sales for 2021 are \$13,084.08.

### **Buildings & Grounds Report:**

Trustee Pennise shared the drawing of the Kathering Meade Memorial with the board.

Trustee Pennise reminded the board that as the end of the year is approaching, we need to review next year's landscaping contracts and consider consolidating services before moving into the next year. Trustee Pennise is reaching out to an individual who may be interested.

### **Memorials Report:**

Trustee Carl reported that memorials for October were \$100 and YTD is \$14,330.40.

### **Old Business:**

- *Annual Sexual Harassment Training:* Completed certificates need be turned into Director Murphy and it is estimated that about half have been completed.
- *Conflict of Interest Disclosure Requirements:* Each board member needs to sign and return to Director Murphy the conflict of interest disclosure form that was emailed out.

### **New Business:**

- *Vacant Board Position:* The board discussed filling the current board member vacancy and an anticipated vacancy that will be created when Trustee Pennise's term comes to an end in December. Both of these are voting member positions. Director Murphy will create a list of candidates that were discussed for the board to look at during our next meeting.
- *Trustee Education Legislation:* President Tompkins discussed this new legislation that will take effect in 2022.
- *Longest Table 2022:* Trustee Watson notified the board that the following is available for September 17, 2022 if we want to have our Longest Table Event on that date;
  - Timberstone Grill
  - Pleasant Valley Wine Company
  - John Bolger Trio BandDirector Murphy will check with the Curtiss Museum to make sure that our date does not conflict with any of their events.
- *Trustee Pennise Thank You Dinner:* To honor and thank Trustee Pennise for his time serving on the board, we are gathering at the Park Inn on December 9th at 6:30 for dinner.

- *Personalized Bricks:* Trustee Barry suggested that we look into doing the personalized brick fundraiser again. Trustee Hanna will share with her the information she has from when the library did this in the past.
- *Executive Session:* Trustee Pennise made, and Trustee Watson seconded, a motion to go into executive session at 7:00 P.M. to discuss 2022 wage rates and 2021 end of the year bonuses. Trustee Carl made, and Trustee Pennise seconded, a motion to end the executive session at 7:28 PM.

**Next Meeting Date:** December 14, at 6 PM

**Adjournment:** Trustee Pennise moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 7:29 PM.

*Respectfully Submitted,  
Carrie Crane*