

FLOYD MEMORIAL LIBRARY  
Minutes of meeting on February 1, 2021

Members present Melina Angelson, Miriam Foster, Rosemary Gabriel, Buffy Hartmann, Jurgen Riehle, Peter Sacks, Nadira Vlaun and Director Thomas Vitale

Absent: none

The Board meeting was called to order at 6:05 PM

The minutes of January 4, 2021 were approved on motion of 1) Miriam Foster and 2) Nadira Vlaun, unanimous.

Treasurer's Report:

Director Thomas Vitale presented the report. The library's 2020 financial books were closed out. In December we spent \$20,000 more than expected but this should have no effect on our budget.

There was a motion to accept the report and pay all bills by Peter Sacks, seconded by Miriam Foster, unanimous vote. The treasurer's reports were accepted and filed for audit.

Communications: We had several communications. 1) A thank you was received from Janet for bonuses. 2) The NYS Library Trustees Association has become part of the NYS Library Association. Trustees are non-voting members of the NYS Library Association and Thomas discussed whether we wanted to become dues paying members of these associations. He said he would send out this letter to the board members for discussion at our next meeting. 3) We have received a letter from our bank that a \$14,000 CD is coming due and will be rolled over to a 60-month CD unless we contact them. We plan to roll it over to a 6-month CD as we will examine whether we should hire a financial advisor for our endowments.

Director's Report:

Presented by Director Vitale. A staff meeting was held to discuss how staff interacts with each other, and with our patrons. Our 2021-2022 budget was prepared with our budget committee. Thomas wants to have two new groups become liaisons to the board (Tracey is developing a Teen Advisory Board and Poppy is working to reestablish the Friends of the Library group and the president of each of these would become liaisons to the library). Melina Angelson's term on the board is up in June and Thomas wants to put out press releases to inform the public and get volunteers to join. We also need a board member to step-up and become treasurer to replace Melina. Planning for our summer reading program is underway and currently it is to be virtual.

Committees:

*Finance + Budget-* Our 2021-2022 budget has been established. Based on usage of our budget categories our director has shifted funding to better meet our needs. A new position is being established to hire someone who can be our in-house IT person and the position will be expected to include clerk duties to fill-up their time, as needed.

*Building* – We are modifying our snow removal contract to include shoveling of ramps and steps. We are having problems with toilets and seeking a plumber to fix this.

*Grounds + Garden* – With Melina’s term coming to an end in June, we will need someone to join this committee. Rosemary Gabriel was previously on it and she said she could join it again.

*Policy.* Our director has reviewed all policies and suggested several changes. Three policies conflict with current state education and library law. These 3 conflicts were discussed, and changes accepted so that they will be voted on at the next meeting. 1) Sick leave is allowed for an employee’s family. 2) Temporary library cards will be issued without a fee. 3) When library rooms are reserved for use, the applicant will no longer need to agree that their name and telephone number be released to any person requesting information concerning an organization’s activities or program.

*Personnel* – Staff has been asking about vaccinations for COVID-19. Thomas believes that library staff are front line workers, but the state has yet to add them to the vaccination list. He is waiting for guidance from the state.

Old business: The estate of Doris Schimatz has very little money in it and we do not expect to receive anything. Decisions on the portrait of William Floyd await the end of the pandemic.

New business: The board approved the distribution of the tax levy for our 2021-2022 budget with a motion by Melina Angelson seconded by Rosemary Gabriel. The motion passed unanimously. Our budget is for \$1,046,498 apportioned between the Greenport school district for \$556,026 and the Oysterponds school district for \$489,135.

The meeting was adjourned at 7:23PM by motion by Melina Angelson. The next meeting will be held on March 1<sup>st</sup> 6pm.

Respectfully submitted,

Peter Sacks, Secretary