

**Julia Butterfield Memorial
Library Monthly Board
Meeting
Wednesday, October 19, 2022 | 6:30 PM**

ROLL CALL

In attendance: Library director Johanna Reinhardt.

Board members: Judy Meyer, Dennis Gagnon, Catherine Platt, Marjorie Gage

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on October 19, 2022, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the September 2022 Meeting of the Board
- Acceptance of the September 2022 Warrants/Checks
- Acceptance of Sustainability Policy, as amended
- Acceptance of Diversity, Equity, and Inclusion Statement as amended
- Acceptance of 3D-Printing Policy, as amended

MONTHLY MEETING OF THE BOARD CALLED TO ORDER at 6:30 pm by Board President Judy Meyer.

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- **VOTE:** Dennis moved to accept the minutes of the September 21, 2022, meeting of the Board; Catherine seconded. Minutes were accepted unanimously.

FINANCIAL REVIEW (See attachments):

- **VOTE:** Acceptance of Warrants and Checks: Dennis made a motion to accept the September 2022 warrants/checks; Marjorie seconded. Motion accepted unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of September 30, 2022.
- Optonline installed static IP addresses as required by Mid-Hudson Library System; Johanna to report additional fees/costs in next billing.
- Fuel oil/Price cap: Johanna has confirmed Library's Winter 2022/2023 fuel oil contract with provider Downey Energy, Cold Spring; 1.5% discount if bills are paid on time. Pre-buy cost of \$1,400 at price cap of \$5.24 per gallon.
- Minimum wage is going up by \$1.00 per hour as per New York State law on January 2023. Any wage increases to be reflected in Draft 2023 payroll budget, to be voted on at December 2022 meeting of the Board.
- Annual Appeal scheduled for mailing November 2022.
- NYState Assemblyperson Sandy Galef once again confirmed her nomination of the Butterfield Library for \$125K in funding. Johanna continues to follow up.
- Sunday, October 23, 10 AM: The Rose family of New York City is scheduled to visit the Library to discuss a donation to the Library and the creation of a Reading Corner in the Jean Marzollo Children's Room, in affectionate memory of local resident Hannah Langer, who is remembered for her kindness and her love of children and reading. Hannah's family and available Board members will be in attendance.

DIRECTOR'S REPORT (*Attached*):

Johanna reported on previous month's meetings, grant developments, statistical reports, and programming initiatives (*see Calendar of Events, online*), including:

- As part of the Library's ongoing sustainability efforts, the Library will be setting up a system to begin collecting film bags for recycling; depending on quantity collected, the Library may be eligible for a donation of an outdoor bench created from the recycled materials.
- October volunteer effort: The Library is collecting sundry necessities/supplies for distribution to United for the Troops effort: Children writing THANK YOU cards to US Veterans in acknowledgement of their service and sacrifice.
- Digitization of the Julia Butterfield papers continues to scanning stage. Luanne Morse, who is heading the initiative is researching potential grant opportunities and partnerships with entities that possess the large-scale scanners and handling expertise these fragile historic documents require.

FACILITIES REPORT:

- Mason John Duggan/Coill Dubh Contracting Corp, Cold Spring, has completed his portion of work on the entry ramp on South side of Library Building. Extra work was required to address bowed wall caused by deteriorated foundation, including sump pump installation and reinforcement of window well and foundation. Added curb to walk to replace stopgap sandbag measures instituted to address flooding issues. Brick veneer (thin brick) installed along existing wall. Platform made ADA compliant.
- Dennis is reviewing punch list items with the project's general contractor for completion, including retrofitting/re-installation of railing.
- Phase III construction project, paused until the beginning of October, awaits completion.

OLD BUSINESS:

JULIA L. BUTTERFIELD BICENTENNIAL COMMITTEE formed this summer will met on October 12, 2022, to discuss event planning in honor of the 200th anniversary of Library founder Julia L. Butterfield's birth. Committee will be in touch with Haldane Elementary School principal Christine Jamine and High School principal Julia Sniffen to determine best dates for potential parage involving local students. Philipstown Garden Club will plant a tree. Further details to come.

POLICY:

- **VOTE:** Dennis introduced motion to accept updated **Sustainability Policy** as amended (*attached*); Judy seconded. Motion passed unanimously.
- **VOTE:** Judy introduced motion to accept updated **Diversity, Equity, and Inclusion Statement** as amended (*attached*); Marjorie seconded. Motion passed unanimously.
- **VOTE:** Marjorie moved to accept revised **3-D Printing Policy** as amended; Judy seconded. Motion passed unanimously.
- Trustees participate annually in **Sexual Harassment** education; a link has been sent for each Trustee to complete.
- Trustees submitted signed **Conflict of Interest** statements now on file, as per annual requirement.

ADJOURNMENT: Dennis made a motion to adjourn the meeting. Catherine seconded. Meeting adjourned unanimously at 8:23 PM

The next meeting of the Board is scheduled to take place on Tuesday, November 29, 2022, 6:30 PM

Recorded and respectfully submitted by:
Marjorie E. Gage, Secretary