

**Julia Butterfield Memorial Library
Monthly Board Meeting**

December 15, 2021; 7:00 PM

The December 15, 2021, meeting of the Board of the Julia L. Butterfield Memorial Library took place in a hybrid in person/remote via video conference format, in accordance with the State of New York's current social distancing mandates placed in effect in response to the global Covid-19 pandemic.

ROLL CALL

In attendance: Library director Johanna Reinhardt. Board members Judy Meyer, Dennis Gagnon, Catherine Platt, Bob Dwyer, Marjorie Gage

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on December 15, 2021, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the November 17, 2021 Meeting of the Board as amended
- Acceptance of the November 2021 Warrants/Checks
- Acceptance of proposed 2022 Annual Budget, reflecting total expenditures of \$424,901
- Acceptance of motion to approve updates to Julia L. Butterfield Memorial Library Safe Practices Policy

MONTHLY MEETING CALLED TO ORDER at 7:00 pm by Judy Meyer, President

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- **VOTE:** Dennis made a motion to accept minutes of November 17, 2021, meeting of the board; Catherine seconded. Motion passed unanimously.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Dennis made a motion to accept the November 2021 warrants/checks as presented; Judy seconded; motion accepted unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of November 30, 2021
- **VOTE:** Dennis introduced motion to accept proposed 2022 Annual Budget, reflecting total annual expenditures of \$424,901; Judy seconded the motion. Motion approved unanimously.
- Library's Annual Appeal was mailed week after Thanksgiving and posted to Library website

DIRECTOR'S REPORT:

Director Johanna Reinhardt circulated 2022 Holiday Closings schedule and reported on previous month's meetings, grant developments, statistical reports, and hybrid programming initiatives (see Calendar of Events on the Library website).

COMMITTEE REPORTS:

Facilities Committee:

- Phase 3 of lower level renovation ongoing: Dennis, Marjorie, and Johanna researching options for conference room furnishings
- All Drains responded to plumbing issue.
- Awaiting response: Johanna contacted NYS Assembly member Sandra Galef to research SAM funding for reconstruction of the Library's south-side entrance to address ADA compliance and architectural redesign to address runoff and safety concerns. Work must start first quarter 2022 in order to be completed by June 2022 deadline. Meeting scheduled with contractor to review solutions.

Policy Committee:

- **VOTE:** Catherine introduced motion to accept proposed updates to the Library's Safe Practices Policy. Dennis seconded motion. Motion accepted unanimously.

Friends Liaison:

- Friends meet on first Wednesday of each month; new members invited
- Now underway: 2021 Holiday Calendar Raffle fundraiser to benefit the Library, sponsored by the Friends of the Butterfield Library, with prizes donated/sponsored by local businesses and individuals; details and tickets available online and at the front desk.

Executive Session of the Board:

9:03 pm: Board voted unanimously to adjourn to Executive Session to discuss personnel matter. No votes taken.

9:08 pm: Board voted unanimously to exit Executive Session

REGULAR MEETING ADJOURNS: 9:11PM

Catherine made motion to adjourn regular meeting; seconded by Bob.

The next meeting of the Board is scheduled to take place on Wednesday, January 25, at 7:00 pm.

Recorded and respectfully submitted by:

Marjorie E. Gage, Secretary