

**Julia Butterfield Memorial Library
Monthly Board Meeting
October 20, 2021; 7:00 PM**

The October 20, 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, Marjorie Gage, Catherine Platt, Bob Dwyer

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on October 20, 2021, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the September 2021 Meeting of the Board as amended
- Acceptance of the September 2021 Warrants/Checks
- Acceptance of motion to retain the firm of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP, Albany, New York, to provide legal services to the Library for the year beginning on or about November 1, 2021, as proposed in letter dated October 4, 2021, and signed by Daniel Petigrow.

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 September 15, 2021, meeting of the board as amended; Catherine seconded. Motion passed unanimously.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Dennis made a motion to accept the October 2021 warrants/checks as presented; Judy seconded; motion accepted unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of September 30, 2021
- Haldane Central School District tax monies have been received in the amount of \$73,150 and deposited to M&T Checking account.

DIRECTOR'S REPORT:

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

- An ornamental cherry tree, donated by Asha Kilaru, has been planted on the library grounds.
- Annual audit underway
- PCLA Annual Meeting to be held virtually October 26, 2021 at 7:00 PM
- Passport applications are up significantly

COMMITTEE REPORTS:

Facilities Committee:

- Phase 3 of lower level renovation ongoing
- 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.

Policy Committee:

- New hotspot lending agreement drawn to clarify borrower's responsibilities and rules of use; all borrowers will be required to sign agreement.

Friends Liaison:

- Friends meet on first Wednesday of each month via ZOOM; new members invited
- 2021 Holiday Calendar Raffle fundraiser to benefit the Library has been launched 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.
- ReCycle Sale held in September in conjunction with Climate Smart Philipstown, Friends of the Butterfield Library, and local volunteers and donors raised more than \$1,700 toward Library sustainability initiatives (e.g. an e-vehicle charging station).

NEW BUSINESS:

- **MOTION:** Judy introduced motion to accept proposal (dated and signed by Daniel Petigrow, October 3, 2021) to retain the law firm of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP, Albany, New York, to provide legal services to the Library for a one-year period beginning on or about November 1, 2021. Dennis seconded to motion. Motion approved unanimously.

ADJOURNMENT: 8:46 PM

Bob made a motion to adjourn; seconded by Catherine. The next meeting of the Board is scheduled to take place on Wednesday, November 17, 2021.

Recorded and respectfully submitted by:

Marjorie E. Gage, Secretary