

**Julia L. Butterfield Memorial Library
Monthly Board Meeting
October 18, 2023 | 6:00 PM**

MONTHLY MEETING OF THE BOARD CALLED TO ORDER at 6:09 pm by Board President Judy Meyer.

Note: Marjorie Gage volunteered to record Meeting Minutes, in absence of Interim Board Secretary Dennis Gagnon, excused from the meeting.

ROLL CALL

In attendance:

Library Director: Johanna Reinhardt

Board members: Judy Meyer, Marjorie Gage, Deborah Dichter, Catherine Platt

(Dennis Gagnon, *excused*)

Guest: Fred Rodriguez, Wells Fargo Advisors

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

Note: *The acceptance of the September 20, 2023, Meeting Minutes was motioned for approval by Catherine Platt, seconded by Deb Dichter and approved unanimously.*

Warrants and or resolutions: See * for pertinent items

FINANCIAL REVIEW: (*See Financial attachments)

Guest: Frederico Rodriguez, Jr., provided quarterly review of Julia Butterfield Library Accounts currently managed by **Wells Fargo Advisors Investments Fin Network, LLC**, including an overview of investment allocation and performance from inception (10/24/2012) through October 17, 2023. (On file.) The board will review the documents in detail and confirm that investment portfolio continues to conform to the board's Investment Policy.

- **VOTE*:** After discussion by the Board, it was agreed that, as previously stipulated, monies withdrawn from Library investment accounts to fund construction costs will be returned after receipt of 2023 Tax Levy. It was mutually agreed that, given current market volatility and inflation, the funds would be redeposited to the Library's Fidelity Investment Money Market Account, currently bearing 5.00% annual rate of return, with no minimum investment period or withdrawal penalties, according to Mr. Rodriguez. Therefore, Deb introduced **motion to repay investment account funds withdrawn to fund construction costs in 2022 in the amount of \$85,175**; Judy seconded the motion. Motion approved unanimously.
- **VOTE*:** **Acceptance of Warrants and Checks**, Marjorie made a motion to accept the September 2023 warrants/checks; Judy seconded. Motion accepted unanimously.
- **Review and discussion of the Deposit/Check Detail, Balance Sheet, P & L for September 2023.** As noted, Library has received funding from Haldane School District from annual Haldane School District tax levy.

- It was noted that the **Tag Sale hosted by the Friends of the Butterfield Library** on the weekend of September 30th raised \$900 for the Library.
- Board made a request for clarification: Johanna to verify what is owed on the construction project currently in progress and confirm exactly what the “Construction Deficit” line item represents on the Balance Sheet.
- **New hire:** Kristen Salierno will begin this month to serve as Bookkeeper for the Butterfield Library.

DIRECTOR’S REPORT:

(See attached Director's Report for full scope and additional details)

Johanna reported, in detail, on the previous month’s Meetings & Workshops attended, including but not limited to the following:

- Continued discussion of the JLB’s Bicentennial events (calendar distributed online, via social media, and on website).
- Work is continuing for the staff area in the lower level back room
- Johanna and Marjorie have been in contact with Rachel Rose regarding “Labeling / Signage” for the children's couch donation in memory of Hannah Langer. Bookplates will be produced for a collection of books donated in Hannah’s honor. Pillows with screen-print dedication are planned for seating area; Deb Dichter will follow up with details at future meeting.
- Marjorie and Deb will represent the Library at the annual meeting of the Mid-Hudson Library System Association, scheduled for October 27th in Hyde Park.

COMMITTEES / GROUPS:

- **Friends:** Tag Sale hosted by Friends held on September 30th raised \$900 for the Library.
- **Julia Butterfield Bicentennial Committee:** Celebratory events continue in honor of the 200th anniversary of the birth of Library founder Julia L. Butterfield, including:
 1. In collaboration with Putnam History Museum, Library hosted a **guided cemetery tour** on October 18th: Historian Amy Campanaro, Gunn Memorial Library and Museum Curator and former director of Brewster's Southeast Museum, led guests on a guided walk through the historic Cold Spring Cemetery, established c. 1834. Built at the height of the rural cemetery movement, the picturesque grounds are the final resting place of some of Cold Spring’s most beloved and noteworthy figures, including Julia L. Butterfield, Emily and Washington Roebling, Gouverneur Kemble, and Robert Parker Parrott.
 2. Library hosted a celebratory **planting and dedication** ceremony on October 18th: Philipstown Garden Club planted an arrowwood viburnum on the north side of the front lawn and mounted a plaque at the front of the Library’s Reading Garden wall.
- **Facilities:** Johanna reported that the lower-level renovation project continues to move along. Sheetrock installed. Jeff Tighe completed systems analysis to improve routing.

Awaiting installation of flooring in Director's and Staff office areas. Johanna applied for NYSERDA grants for eChargers for Library parking lot in furtherance of the Library's commitment to sustainability.

OLD BUSINESS:

- No discussion

POLICY:

- **NEW POLICY:** Catherine Platt made a motion to adopt new “**Vehicle Idling Policy,**” in furtherance of the Library's intention to achieve Sustainable Library Certification. Motion seconded by Deb and approved unanimously.
- Board reviewed existing **INVESTMENT POLICY**, dated October 15, 2014; no changes required at this time.

ADJOURNMENT: Catherine Platt made a motion to adjourn the meeting. Judy Meyer seconded. Unanimously approved. Meeting adjourned at 7:02 pm.

The next meeting of the Board is scheduled to take place on Wednesday, November 15, 2023, 6:30 PM

Respectfully submitted by:
Marjorie E. Gage, Vice President