

**Julia L. Butterfield Memorial Library  
Monthly Board Meeting May 3, 2023 |  
6:30 PM**

*Note: The scheduled April 19th meeting  
was rescheduled due to the lack of a  
quorum.*

**MONTHLY MEETING OF THE BOARD CALLED TO ORDER** at 6:35 pm by Board  
President Judy Meyer.

**ROLL CALL**

In attendance:

Library Director: Johanna Reinhardt

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

**ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:**

**VOTE:** Marjorie Gage moved to accept the minutes of the March 19, 2023 meeting  
of the Board; Catherine Platt seconded. Minutes were accepted unanimously.

*Warrants and or resolutions: SEE \*for pertinent items*

**FINANCIAL REVIEW: (\*See attachments)**

- Johanna reported her conversation with Mike LaRocco that the 2021 audit is in its final process and the 2022 audit is almost wrapped up. And that Mike's invoice is still pending.
- Johanna also discussed the NYS By-Laws requiring a minimum of 5 Board Members. Brief discussion on the search for new Board Members.
- Annual report discussed. Johanna reviewed the process. Motion made by Catherine to accept the report seconded by Marjorie, the report was accepted unanimously.
- **VOTE\*:** Acceptance of Warrants and Checks, Marjorie made a motion to accept the March 2023 warrants/checks; Dennis Gagnon seconded. Motion accepted unanimously.
- Reviewed the Deposit/Check Detail, Balance Sheet Standard for March 2023
- Brief discussion regarding Wells Fargo Advisors fee adjustment still pending.
- Brief discussion regarding the ongoing project.

**DIRECTOR'S REPORT:** *(See attached Report for additional details)*

Johanna reported on the previous month's meetings & workshops attended.

Along with additional activities and available information, including but not limited to the following:

- Friends Book Sale still ongoing and as of now received \$1,850 Plus we have 11 new Friends because of the Book Sale
- Discussion of upcoming Trustee Education Opportunities
- Difficulty with staffing for Sundays, discussed possible adjusting hours to extend the hours of other weekdays. This will take additional consideration.
- Trimming back the Cherry tree was discussed and re-seeding at the rear area.

**FACILITIES REPORT:**

- Discussion of Monteleone Contracting regarding had to remeasure for the new cabinet work and will be donating a marble countertop and possibly a sink.
- Setting up for the Staff/Storage area project start.

**OLD BUSINESS:**

- No discussion

**POLICY:**

- Discussed the Emergency Policy and possible interaction with the school's policy.
- Voted on approving the Emergency Policy. Marjorie made a motion to approve the policy. Catherine Platt seconded the policy was accepted unanimously.

**ADJOURNMENT:** Dennis made a motion to adjourn the meeting. Marjorie seconded. Unanimously approved. Meeting adjourned at 7:45 pm

**The next meeting of the Board is scheduled to take place on Wednesday, May 17, 2023, 6:30 PM**

Respectfully submitted by:

Dennis Gagnon, Interim Secretary