

**Tivoli Free Library
Board of Trustees Meeting
April 18, 2023**

Present: Laura Gail, Lisa, Gautam, Hildegard, Deborah, Andy, Michele

Absent: April, Jeanette, Mary, Danielle, Katie

Members of the Public – no one

Laura Gail opened the meeting at 6:39 p.m. and welcomed new members Andy and Deborah to the board. Laura Gail emphasized the importance of board members being a presence at library events and at public events. She gave them each one of the trustee pins. Laura Gail encouraged them to do the Trustee Essentials course stating that Core Ethics is a good one for starters. She also encouraged them to ask questions.

Meeting Ground Rules: Ground rules for meetings need to be established. There was discussion at tonight's meeting which will be revisited with the full board. Paramount among the various rules discussed were:

Arrive on time

Read materials in advance

Present new materials with time for review

Respect decisions of the board

Balance discussion participation - Share the floor – give everyone time to speak

Among questions to be resolved are:

Where and when does a board member bring new ideas

Time limits for discussion

Minutes: The minutes of the March 21, 2023 meeting were approved on a Hildegard/Deborah motion.

Public Comment: None

Director's Report: Michele highlighted the author talk on May 11 by Tommy Zurhellen, creation of a Google doc for board members to communicate with her, and that we were rated as a 4-star library for 2022 by the Library Journal. She briefed new members on the process for the school district vote. With regards to the Google doc, Michele presented the google doc link for board/director use only. This document is to serve as a suggestion box for board members to submit ideas to the director. It should not be used as a discussion board.

During general discussion about the statistics presented in the report it was suggested that perhaps once or twice a year the figures could be reviewed for use in planning.

The Director's Report was unanimously accepted on a Gautam/Lisa motion.

Treasurer's Report:

Treasurer's Report – March 2023	
Income	\$ 126,192.36
Expenses	15,847.61
Assets	
Contingency Fund	\$ 60,440.58
Capital Fund	326,226.58

On a Lisa/Hildegard motion the Treasurer's Report for March was unanimously accepted as presented. On a Deborah/Gautam motion the Warrant for 3/16/23 – 4/13/23 was unanimously accepted.

Gautam reported that he purchased a short term \$12,000 CD from Vanguard. He also explained the warrants to the new members namely that once a year we vote to approve the warrants for regular expenditures. Each month we vote on payment of bills for the month listed.

Committees:

Facilities & Tech – No meeting.

Finance – No meeting.

Governance - Met on April 13 to amend the Patron Code of Conduct. On a Gautam/Lisa motion the amended Patron Code of Conduct was unanimously approved.

Personnel - No meeting.

Outreach – No meeting

Other Business:

A. Board Secretary Appointment – On a Gautam/Deborah motion Hildegard was appointed as the board secretary and she will be taking the minutes.

B. Minute-taking – The idea of having staff take the minutes was tabled to a future date.

C. Committee Organization – On a Hildegard/Andy motion the list of committee descriptions reviewed by the Governance Committee was adopted.

For balance in committee assignments Laura Gail’s goal was to have two old and two new trustees on each committee. Committee membership will be limited to no more than 5-6 members. Michele is invited to all meetings. Laura Gail is on all committees as an ex-officio voting member.

Committee membership was discussed and Laura Gail appointed members to committees as follows:

Governance: Laura Gail–Chair: April, Gautam, Hildegard
Outreach: April–Chair: Lisa and Deborah
Facilities and Tech: Hildegard–Chair: Jeanette, Deborah
Personnel: Lisa–Chair: Jeanette, Mary
Finance: Gautam–Chair: Mary, Katie, Andy

Nominating Committee is an ad-hoc committee established two months prior to the Annual Meeting and comprised of three Trustees.

D. Annual Report to Community – On a Lisa/Gautam motion the Annual Report to the Community was approved. Well done Michele.

E. Director: 2023 Action Item List – tabled to a future date.

F. Board Pot Luck – Thursday, May 4 from 6:00 – 7:30 p.m. on the third floor of Village Hall.

Adjournment – The meeting adjourned at 8:15 p.m. on a Gautam/Andy motion.

Respectfully submitted,

Hildegard Edling

