*Stony Creek Free Library*

 **Board of Trustees Monthly Meeting Minutes, November 14, 2023**

**Attendees:** Cherie Brooks, Lisa Brennan, Ronda Thomas, Adrian Bode, Jennifer Doll, Sandra Watson excused : Desiree Thomas

 The meeting was called to order by Cherie @ 6:03P. Noted no meetings in Sept. or Oct. secondary to lack of a quoram. Aug. Minutes; Ronda moved to accept and Adrian second the motion—vote done and motion carried.

 **Financial Report :** *General Fund***; $45,672.45 *Current Building Fund*: $5,000.** Proposed 2024 Budget shared for review and will aim for approval @ the Dec. mtg. Waiting for the School Tax amt.—expected by mid-Dec.

 **Director’s Report:** See Attached. Director not in attendance tonight. Review of “Fall in the Creek (10/8/823) - will decrease the # of pumpkins for 2024 from 100 to around 50. Donating this year’s leftover pumpkins. Idea—Plant some pumpkins in the “garden area” by the Gallery this spring. The 11/18/23 Vendor Sale has been promoted in the recent edition of the *Chronicle*.

 **Standing Committee Reports*:*** *Fundraising*; Annual Appeal Letter. Adrian spoke with the Post Office matron, re: bulk mailings, etc. Cherie will get a quote from Printers re: folding the letters, adding Rack cards, and the envelopes. Other ideas– Paint-n-Sips using library logo hats with a blank area for people to decorate also thoughts on bandanas, or T’s.

 *Buildings & Grounds;* We need other options for flooring as Home Depot backed out saying they only do residential vs commercial jobs. No reply from Warrensburg vendor,. Adrian will try contact with vendor in Hudson Falls—as they were referred to us by a patron. Discussed goal to paint the ceiling and to have lighting placed in the Gallery basement (using the old lights from the Library) - Cherie will check with Josh & Caleb about it. Jen will ask Jeff T. if he will make and install box cover for the window A/C unit.

 *Correspondence & Communications*: Adrian and Ronda followed up on the mailing options for the Appeal ltr. The draft of the letter will be e-mailed to members to review prior to the final printing.

 *Old & Unfinished Business:* Performance Review of the Dir. was done. Review for the Clerk is pending and aiming to be done by the end of Nov. Board agreed to remind all of the Time-Off policy. Noted the minimum wage (NYS) updates are pending for Jan.

 *New Business:* Ronda made a motion to go into Executive Session, 2nd by Cherie. Session in order ; 6:38P. At 7:19P, Rhonda made a motion to come out of the Session, Sandy 2nd motion, vote done & motion carried. Copies of the *2023 Handbook for Library Trustees of NYS* were distributed and the order to remove the 2018 version was completed. The Board will provide the Dir. With specific goals to help her by clarifying expectations eg– completion of the 5 Yr. Plan. We will encourage contact with the Folk Art School for workshop planning. It was decided another review may be helpful-Jan-June ‘24. *Adjournment :* Motion made by Sandy, 2nd by Lisa, carried and done @ 7:24.