



December 18, 2023 7:15 PM Board Meeting

**Present:** Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lisa Oddo.

**Absent:** Dave Golden, Tom Madison, Purushothaman Srinivasan

**Guest:** Art Hunsinger

The meeting was called to order at 7:15 PM by Ms. McMunn.

**AGENDA:** Ms. McMunn presented the December 18, 2023 agenda for approval with several modifications. The Firefighters Property Tax Exemption will be presented after the Board Comment. The Treasurer's Report will be added to the Finance Committee Report. Committee Reports additions Item 8E Personnel Committee and Item 8F Buildings and Grounds. A **Motion** was made by Mr. Wise, seconded by Mr. Meyer, to approve the agenda as modified. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Ms. Brown, seconded by Mr. Meyer to accept the November 20, 2023, minutes as sent. The **Motion** passed unanimously by those present.

**PUBLIC COMMENT:** None

**BOARD COMMENT:** Mr. Rodger thanked the members of the local fire districts for coming out to the public hearing tonight, and noted that five of the seven districts were represented at the meeting.

**Firefighter Property Tax Exemption**

A **Motion** was made by Ms. Dugan, seconded by Mr. Wise to approve the resolution for the Partial Property Tax Exemption as amended with the corrected date for the public hearing. The **Motion** passed unanimously by those present.

**THE FRIENDS:** Mr. Foster gave the following report:

1. The FOL will be funding a number of projects next year. They will purchase new hardware for artwork for the relocated art gallery, more tables and chairs for the study area, fund an author visit, and fund the conversion of the IT office to a new sensory space.
2. The TTOB kickoff event will be on January 20.
3. The TTOB will be hosting former NY Times food critic Ruth Reichl in April.



**DIRECTOR'S REPORT:** Mr. Foster gave the following report on Public Service:

1. Staff will participate in CPR/AED training on January 31.
2. AARP tax volunteers will be here on Monday's and Saturday's from January through mid-April.
3. The library will be a location for early voting again in 2024. There will be more days included since next year will include the Presidential primary.
4. Staff will look into options for non-traditional collections.

**DIRECTOR'S REPORT:** Ms. Gutelius gave the following report on Communications:

1. Current statistics on Flipsnack show that our engagement with the library brochure has increased 108%.
2. We will be adding an accessibility tool to our website that allows it to be digitally inclusive. There will be a soft launch in January.
3. Ms. Gutelius received the notes from Alyssa from the Staff development night. This will be added to the information received from the trustee retreat in October.

**DIRECTOR'S REPORT:** Ms. Gutelius gave the following report:

1. The clocks in the building have been out of sync. Parts have been ordered to correct the problem.
2. Staff has been reviewing job descriptions and rewriting some to clarify roles and responsibilities.
3. Staff task chairs have been replaced at the service desks. Staff task chairs need to be replaced at individual work stations. Ms. Gutelius would like the Finance Committee to review this request for the 2024 budget.
4. JA fees for SALS/MVLS are being reviewed for 2025, and may include a 3.5% increase.
5. Ms. Gutelius invited Trustees to pick up a library tote bag.
6. The End of Year Report on 2023 Director's Goals were included in the Board packet.

#### **COMMITTEE REPORTS:**

**NOMINATING COMMITTEE:** Mr. Rodger on behalf of the Nominating Committee presented the Board with the recommendations for officers for next year. The recommendations are:

President: Maria McMunn  
Vice President: Suzanne Dugan  
Treasurer: Russ Wise



The election of officers will be conducted at the organizational meeting of the Board on January 2, 2024 at 7:15pm. Nominations from the floor can be taken at that time.

**POLICY COMMITTEE:** Ms. Dugan gave the following report.

Ms. Dugan presented and submitted the notes from the November 28 Policy Committee meeting. In addition to policy review the committee discussed undertaking a mapping exercise of the policies recommended in the 2023 edition of the Handbook for Library Trustees to determine if CPH is missing any recommended policies.

Ms. Dugan presented Policy 7.3 Check Signing Procedures. This policy is needed to achieve a system of internal fiscal control to stipulate counter-signature requirements. This policy was updated to increase the requirement for two signatures on checks to \$20,000 and added the Vice-President as a signatory in the event the President or Treasurer is not available. The vote will be moved to New Business after the Board has had a chance to review and approve the Amendment to the Bylaws.

Next, Ms. Dugan presented Policy 4.2 Materials Selection Policy. The Collection Development and Materials Selection Policy provides a framework for growth and development of collections in support of the Library's mission. The policy was updated to modify the responsibility for selection to remove the reference to "delegation" by the Board of Trustees. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.2 Materials Selection Policy as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 5.4 Calendar for the Board of Trustees. This policy is needed to maintain a calendar of regularly scheduled Board and Committee activities that should be prepared and reviewed annually. The policy was updated to remove the assignment of monthly FOL Board meeting attendance. Ms. Dugan made the **Motion**, on behalf of the Policy Committee to approve Policy 5.4 Calendar for Board of Trustees as amended. The **Motion** passed unanimously by those present.

**PUBLIC RELATIONS:** No Report

**LONG RANGE PLANNING:** Mr. Wise gave the following report.

Mr. Wise presented and submitted the notes from the December 11 LRP Committee meeting. The 2023 accomplishments were reviewed and 2024 objectives were discussed. The main focus for next year will be to review the revised 2024 strategic plan draft and submit a final draft to the Board for approval.



**PERSONNEL COMMITTEE:** Mr. Rodger gave the following report.

Mr. Rodger presented and submitted the notes from the December 8 Personnel Committee meeting. The 2023 accomplishments were reviewed and the 2024 objectives were discussed. The main focus for next year will be to prepare salary recommendations for the 2025 budget and to continue analysis of staff merit pay proposals.

**BUILDINGS AND GROUNDS:** Ms. Brown gave the following report.

Ms. Brown presented and submitted the notes from the December 18 Building and Grounds Committee meeting. The 2023 accomplishments were reviewed and the 2024 objectives were discussed. One of the main projects for next year will include repaving the parking lot.

**FINANCE AND AUDIT:** Mr. Cantore gave the following report.

**TREASURER'S REPORT:**

Mr. Cantore presented the Financial Statement for November 2023. The November Financial Statement was reviewed and received for audit. Mr. Cantore noted there were no donations for November 2023.

The November 21, 2023, warrant for \$400,963.14 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to approve the November 21, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 21, 2023, warrant was Ms. Dugan. Mr. Cantore noted this warrant included our payment to the Employee Retirement System.

The December 8, 2023 warrant for \$182,763.54 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the December 8, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the December 8, 2023, warrant was Mr. DiGianni.

Next, Mr. Cantore presented and submitted the notes from the November 27 Finance Committee meeting. The committee reviewed the draft budget adjustments that include projections to the end of 2023. Under Receipts, a large portion of the adjustments is the \$270,763 Construction Grant that was received for the Front Entrance modification project to begin in 2024. Under Disbursements \$152,415.28 of the building repairs are the costs of the Children's Library renovation. Mr. Cantor made the **Motion**, seconded by Ms. Dugan, to approve the 2023 Draft Budget Adjustments. The **Motion** passed unanimously by those present.

Next, Mr. Cantore presented Policy 7.1 Generally Accepted Accounting Principles. This policy is needed to establish the accounting principles of the library. This policy was reviewed with no changes. Mr. Cantore made the **Motion** on behalf of



the Finance Committee to approve Policy 7.1 Generally Accepted Accounting Principles as presented. The **Motion** passed unanimously by those present.

**LEGISLATION:** No Report

**OLD BUSINESS:** Amendment to the Bylaws

Ms. McMunn presented the Amendment to the Bylaws. Changes include adding the Vice-President as an authorized check signer and the process for bylaw amendment proposals. Mr. Cantore made the **Motion**, seconded by Ms. Dugan, to approve the Bylaws as amended. The **Motion** passed unanimously by those present.

**NEW BUSINESS:**

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 7.3 Check Signing Procedures as amended. The **Motion** passed unanimously by those present.

At 8:05pm Mr. Rodger made the **Motion**, seconded by Mr. DiGianni, to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:07pm.

At 8:10pm Mr. Rodger made the **Motion**, seconded by Mr. Wise, to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present. Mr. Rodger made the **Motion**, on behalf of the Personnel Committee to approve the performance review and salary recommendation for the director. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. Dugan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:11PM.

The next scheduled Board Meeting is Monday, January 22, 2024, at 7:15pm.