

Attendance: Julie Hengenius, Angela Knisley, Kristie Miller, Jason Long, Patrick Weissend
Others: Diana Reding, Library Director; Guest: Karen Czajka

Agenda

1. *Call to Order:* Julie called the meeting to order at 6:36 PM
2. *Adoption of agenda:* With an addition of Treasurer's request to transfer funds from Money Market account to Payroll account. Kristie moved to approve the agenda; Patrick seconded and it carried with all in favor.
3. *Approval of prior meeting minutes:* October 2021 minutes were accepted as they stand.
4. *Period of public expression:* Karen expressed appreciation for the Library's programs.
5. *Correspondence:* none
6. *Treasurer/Finance Officer's Report:* (Submitted under separate cover)

Kristie gave a brief review and reported there was nothing out of the ordinary. Theresa submitted an additional \$210. in bills to the report. All else is as covered in the report.

- a. **Motion:** To approve the October, 2021 Financial reports as submitted. Kristie made the motion. It was seconded by Jason and carried with all in favor.
- b. **Motion:** To approve payment of the October, 2021 bills as submitted. Kristie made the motion. It was seconded by Angela and carried with all in favor.
- c. **Motion:** To transfer \$20,000. From the Money Market Account to the Payroll Account. Kristie made the motion. It was seconded by Patrick and carried with all in favor.

7. *Director's Report:* (submitted under separate cover) Diana reviewed her report which include Financial, Re-Chartering and Building and Grounds information. She also covered her attendance at the recent NYLA conference in Syracuse.

8. *Committee Reports:*

- a. Budget subcommittee: none
- b. Personnel committee: none
- c. Buildings and Grounds
 - i. Maintenance: The windows have been cleaned and gutters will be cleaned soon.
 - ii. Library staff survey for B & G improvements: The Circulation Desk is not functionally placed/designed; paint color on selected walls is unattractive. Several patrons have commented on the musty air quality.

iii. Prioritized list of needs & wants: The Board discussed solutions for the immediate need regarding the air quality situation such as a vapor barrier and/or dehumidifiers. Other needs include moving the book drop to a more secure and level spot, a handicapped accessible front door, and better way to enter the basement. Additional needs include a community meeting space, and installing an outdoor water spigot.

9. *Unfinished Business*: Outside gaslight needs to be converted to solar, if possible

a. Possible appointment of new board member: Prospective candidate lives in Darien but outside the boundary of the Pembroke Central School District and therefore does not qualify.

b. *Updated strategic plan*: This has been updated and posted

10. *New Business*:

1. Diana has contacted a plumber to look into the Library's low water pressure issue. The back flow devices and the sump pump will also be checked.

2. The Board discussed the building in general - such as its assessment and appreciation. Capital Reserve Funds, Capital Improvement Funds and NYS Construction Grants information was reviewed as a way to cover the cost of the Library's water vapor/air quality needs which will require extensive work in the basement. Other needs include ways to design space for varied Library services that need improving such as a quiet space for tutoring sessions. Community Outreach will be needed to communicate the importance of the Library's improvements. The Board will need to review the legal aspects for contracting future construction services.

Motion: To establish a Capital Reserve Fund with the signers being the Corfu Public Library's Board of Trustees' President, Vice President, Treasurer and Finance Officer by transferring \$100,000. from the Money Market Account. Kristie made the motion. It was seconded by Patrick and carried with all in favor.

11. Adjournment: The meeting Adjourned at 8 PM. Julie made the motion. It was seconded by Patrick and carried with all in favor.

Respectfully Submitted,

Angela Knisley, Secretary

