

Phoenicia Library Board of Trustees

Minutes from Library Board Meeting on December 16, 2021 (via Zoom)

Minutes prepared by Holly George-Warren

Present: Bernard Handzel, Bethia Waterman, Jennifer Montalbano, Becca Frank, Holly George-Warren, Sandy Hyun, and Director Liz Potter

Bernie called the meeting to order at 5.35 pm.

Motion to approve agenda by Bernie with one addition seconded by Holly. All in favor.

Motion to approve minutes by Bernie with one revision (status of Key Bank money – Bernie transferred **\$32,900** from Key Bank to USB) seconded by Holly. All in favor.

- ACTION ITEMS

- ACTION ITEM: Bernie made a motion to approve a new mini-split for first floor (\$4000); Jen 2nd; all in favor.
- ACTION ITEM: Bethia made a motion to adopt the Provisional Budget for 2022 (which is a roll-over budget with 6% COLA increase for personnel, including cleaning) with the final Budget determined in January; Becca 2nd; all in favor.
- ACTION ITEM: Bethia made a motion to increase the pay for current and future subs from \$14.85 to \$15 effective immediately; Bernie 2nd; all in favor.
- MISC. ANNUAL ACTION ITEMS

ACTION ITEM: Beth made a motion to confirm the following, which Becca 2nd, all in favor:

- Third Thursdays as 2022 Meetings,
- Newspaper of Record (Hudson Valley One – email must be sent to inform them).
- Library Holidays TOTAL: 12 or 13 days
 - New Year's Day (January 1)
 - Martin Luther King, Jr. Day (January 22)
 - President's Day (February 21)
 - Memorial Day (May 30)
 - NEW: Juneteenth (Monday, June 20, following NYS school closure)
 - Independence Day (July 4)
 - Labor Day (September 5)
 - Indigenous People's Day (October 10)
 - Veterans Day (November 11)
 - Thanksgiving Eve and Day (November 23 and 24)

- Christmas Eve and Day (December 24 Saturday and 25 Sunday)
(And maybe Monday, December 26 at discretion of staff)

Director's Report:

- We discussed a draft disability policy, which we will revise by our January meeting.

Treasurer's Report:

Jen circulated the current accounts.

Key Bank account is closed.

Old Business:

We discussed the investment policy.

New Business:

We discussed having a board member to oversee our efforts revising our master plan in 2022. Becca volunteered. Prior to our next meeting, we will look at the current master plan on our website – in the About section.

Becca, Bernie & Liz read thank-you letters from staffers.

Public Comment: none

Next meeting date: January 20, 2022 at 6.30 pm via zoom.

The meeting was adjourned at 6:30 pm on a motion by Bernie seconded by Sandy.