

# Margaret Reaney Memorial Library

## Board of Trustees Meeting

March 8, 2024

### Call to Order

Meeting was called to order at 10:03 am by President David Salvagni.

### Roll Call

Trustees present were David Salvagni, Stephanie Cuomo, Rebecca Sokol, Lisa Harvey and Nancy Stowell. Trustee Judy Swartz was absent. Director Diane Empie was also present.

### Guests/Public Comment

Director of MVLA Eric Trahan

Regarding the library finances Eric suggested a balance sheet with expenditures per month, a budget statement of financial transactions, and a financial policy be put into place. He also suggested the treasurer's paperwork and computer records be kept in-house.

### Approval of Minutes

Motion by Trustee Sokol to approve minutes from the February 12, 2024 meeting, seconded by Trustee Cuomo, motion carried.

### Financial Report and Vouchers

Motion by Trustee Cuomo to approve payment of vouchers totaling \$777.69, seconded by Trustee Sokol, motion carried.

### Director's Report

The annual report is being readied to submit to Eric for review.

Staff is busy removing items that are no longer relevant to the times and making the library space more open and inviting.

Book Club and LEGO club have begun with more programming in the works.

Correspondence and Communications – no report

Committee Reports

Public Relations, Fundraising, Poster

The committee met on March 6. It was decided that we need a brochure printed up and put online to advertise our services and programs. Events will be posted on the St. Johnsville page as well as on posters throughout the community and surrounding area.

We are in need of a Friends of Reaney Library group to volunteer fund-raising ideas and help with programming. A partial wish list for funding allocations is a color printer, a microphone and camera for virtual meetings.

Finance and Personnel -The committee met on February 21, 2024. We discussed the school tax increase for May 2025.

Programs we feel are necessary to help the community be more aware of the importance of our library:

Open house for the director and clerk, library card sign up (with small gift), museum days when the museum would be open with a tour guide.

A description of the treasurer's job was discussed.

Museum – Committee discussed events to be sponsored by the committee for the upcoming year. One event will be a power point on the effects of the railway system in our community. Other ideas are a family cookbook and a 2025 calendar.

The cleaning of the museum was discussed briefly.

There is a need to replace the museum computer used for Past Perfect.

Articles in the museum that are not relevant could be donated or sold to an organization that is appropriate.

Motion by Trustee Salvagni to accept Mat Rapacz as a public member of the museum committee, seconded by Trustee Cuomo, motion carried.

#### Building and Grounds – no report

Planning, Research and Development – The committee met on March 1, 2024. Two proposed bylaw changes were discussed. Two changes regarding continuing education and hiring a new library director will be presented for a first reading at the next regular board meeting. There is a need to update the library's website and MVLS site to ensure current copies of all library policies are posted.

The main focus of the meeting was to hear Diane's ideas of how to develop programs to increase the public's use of the library. Diane would like to shift the contents of the Reaney Room in order to make a reading area. The committee also discussed weeding the collection and shifting to update offerings.

Other ideas include having a library card drive, monthly trivia nights, used book sales and working with fundraising to plan a chicken barbeque.

Diane will pursue an opportunity for funding children's programming thru an Amsterdam based charity.

Stephanie will research grant opportunities thru local companies for adult programming.

#### Old Business

The board voted to accept the appointment of Lisa Harvey as trustee. Lisa has signed the book at the village office.

#### New Business

A first reading of proposed bylaw changes to MRML as follows:

#### Article I – Trustees

Section 10 will need to be added. It will read “Each board member is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021)”

#### Article V Library Director

Section 1 will have the addition “When the board is notified of a potential director vacancy, a hiring plan shall be created and a search committee established using the guidelines outlined in the Handbook for Library Trustees”.

#### Adjournment

Motion to adjourn by Trustee Cuomo, seconded by Trustee Sokol, meeting adjourned at 12:41pm.

Respectfully Submitted,

Nancy Stowell, Vice President, MRML Board of Trustees