

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday: January 18, 2024

Present:

Vice-President Bloom
Treasurer Noble
Secretary Fortino
Director Brown

Trustees Present: Alexander, Douglas, Foster, Srinivasan

Trustees Excused: Galella, Kelley

Trustees Not Excused: Most, Smith

Guest Present: Riley

Meeting called to order 7:01pm

No comment from the Public

Previous minutes to meeting December 21, 2023.

One correction made. Finance Committee report: Budget Proposal 2024.

Minutes were not voted on due to lack of quorum.

Director's Report: Report accepted as offered.

Change in Director's Report: **Full-time Circulation Clerks-** the Full-time circulation position in Children's Services has been reposted as a vacancy.

Notary Services available 5 days a week, provided by library staff.

Treasurer's Report: In reference to 2023 budget, highlighted that revenue was less than budgeted primarily because grants included in the original budget were not for operational expenses and thus were taken out of operational budget. It was also highlighted that expenses were down mostly because salaries and associated expenses were less than budgeted because of vacancies during the year.

Raised the possibility of increasing the amount set aside in the savings account to an amount sufficient to cover two payrolls in the event of a shortfall from a late city payment. This issue will be brought to the Finance Committee for further discussion and recommendation back to the Board.

Due to mandatory minimum wage increases, the tax cap in 2025 will be broken. This will be voted on likely in April or May.

Investment performance in 2023 was reported as good. Treasurer and Director will have meeting with Wells Fargo in March/April .

Statistics: Report accepted as offered. Circulation of movies and eBooks are noticeably decreasing.

WLS Report: Reminder of Advocacy Day in Albany 2/7/24. Field Library will be hosting three events: United Way: February- canned food drive.

Sharing Shop: April-clothing drive

United Way: October- coat drive

Friends of the Field Library: no report. Chester Smith event April 18,2024. Publicity timeline to follow.

Grants: No progress noted in status of current outstanding grants.

Committee Reports:

Audit: 2023 audit engagement letter signed.

Executive Committee: no report

Facilities Committee: no report.

Water damage in the Children's study room is being followed up by Director and the City.

Finance Committee: report included in Treasurer's report.

Fund-raising: The Library reached out to the BID Board for funding support of the Film Festival. The Library was granted \$2,500 (two-thousand five hundred dollars) for marketing and outreach.

Report on targets for fund raising: STEM/STEAM, along with reaching out to Latino community.

Governance: Charter revision still pending. Awaiting update from the state.

Human Resources: no report

Nominating Committee: no report

Website revision: Director's report updates project activities.

Three Board members volunteered to distribute survey to upcoming library events. Committee will be summarizing open-ended survey questions. Draft RFP due at the end of January. Draft Vendor Rating is being reviewed.

Discussion Items:

April 2024 Board meeting date change. New Board meeting date: April 11,2024.

Old Business:

Disaster Policy: A joint policy between Field Library and the City is in process.

DASNY payment status update in process.

Recommended that Governance Committee draft Naming Rights Policy to be brought to the Board for April meeting.

New Business: none

Moved to adjourn to Executive Session 8:32pm. Moved by Foster, seconded by Srinivasan. Unanimously approved.

Purpose of Executive Session to discuss 2023 Performance Evaluation process.

Moved to exit Executive Session by Foster, seconded by Noble.

Unanimously approved.

Moved to adjourn meeting Noble, seconded by Alexander.

Unanimously approved.

Meeting Adjourned 8:54pm.

Next meeting February 15, 2024

Submitted by Catalina Fortino