**Northville Public Library**

**Board of Trustees**

**February 20, 2024 Minutes**

**Present:** Alisha Rivera-Holmes(Director), Stella Williams(President), John Knapp, Beth Junquera, Mike

Feldman, Shirl Doherty, Richard Cole, Cristen Shepard. Nonmember: Diane Dillenbeck

Stella Williams (President) called the meeting to order at 6:30pm.2

**Secretary’s Report:** Minutes from the December meeting were unanimously approved. (Cole, Knapp)

**Treasurer’s Report:** Michael Feldman went over the December and January reports. The transfer of

four accounts from NBT to Morgan Stanley (checking, CDs) was explained, (with one working

account remaining with NBT). Treasure reports were approved unanimously. (Knapp, Shepard)

**Director’s Report:** Rivera-Holmes provided attendance and circulation stats for January. The Director

files have been transferred to Google Drive for Board accessibility. Eric Trahan (MVLS) assisted

Alisha with DLD Annual Report and introduced her to MVLS. JA (Joint Automation) has changed

the POLARIS from one common sign-in to volunteers needing their individual log-in. Unanimously approved. (Feldman, Williams)

**Budget and Finance:**  Feldman opened by saying we may incur a fee for late filing due to changes in NYS

taxation regulations. (He also informed the Board that NY State now stipulates that a treasurer cannot be a sitting board member.) We need to find an accountant to serve as treasurer probably as a paid position, therefore adding another budget line item. Feldman said that he is willing to serve as the Financial Officer for the Library. Cole asked if EFT (Electronic Transfer of Funds) would be an option for use with the Library monies. That will need investigation. The tentative budget was read and discussed line by line. Several line items will have to be increased, specifically Building (repairs), Health Insurance, Telecommunications, and Library Clerks. Discussion ensued about the duties of a library clerk, with Rivera-Holmes emphasizing the importance of firmly established Policies and Procedures. Knapp made a motion that we enter into executive session, seconded by Feldman with all agreeing. (7:46pm) Ended executive session (8:20) with all voting Aye. (Knapp, Shepard). Regular meeting continued: the decision was made to set the budget increase of 9.289%. Shepard made the motion to put forth the proposed budget amount of $177,914. Motion seconded by Williams with unanimous approval.

Rich Cole has drawn up the RFP (Request for Proposal) which now needs approval. Feldman made the motion to approve the RFP, seconded by Williams with all voting Aye. Alisha will move forward on writing the grant with the Building and Grounds Committee to make the NYS Construction Grant deadline. An official letterhead for the NPL must be established. Rivera-Holmes provided samples of possible designs. The board unanimously agreed upon the (#1) design of a stylized mountain scene. (Williams, Knapp)

**New Business:** Rivera-Holmes explained that the Advanced Fabrication class, taught by Warren

Hoffman, will be designing and constructing signage throughout the library. She also has written “the library news” piece for the Edinburg Newsletter, and would like to have more coverage in other papers. It was mentioned that the board will need to establish a newspaper of record for all legal notifications. As the new Library Director, Rivera-Holmes stated that she would like to establish her relationship with the board to be one more driven by working committees. For the office, there are items that are needed; a safe, a color printer and a camera for library use. Two of the Director’s Projects she would like to implement are one, recording and archiving an oral local history and working on establishing a working library relationship with the Edinburg community.

Also under new business, the wording for community library donations was approved by all.

(William, Feldman) For the Endowment we must establish that our calendar year will begin on January first. (Shepard, Feldman) with all voting Aye. The 990 Form (an annual federal return for tax-exempt entities) will need to be filed with a fee of $40. Feldman made a motion that Rich Cole would submit the form, seconded by Knapp, all agreed. Feldman also made a motion that Alisha Rivera-Holmes will be able to hire a second part time clerk, at her discretion, for the amount of $15.50 an hour. The motion was seconded by Williams with all voting Aye.

**Next Meeting:** March 19th, 6:30 pm. **Adjourned:** 8:54pm

Respectfully submitted, Beth Junquera (secretary)