**Northville Public Library**

**Board of Trustees**

**March 19, 2024 Minutes**

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

Shirl Doherty, Richard Cole

**Absent:** Cristen Shepard

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

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

**Treasurer’s Report:** The February reports were approved unanimously. (Knapp, Cole) Discussion

ensued about the need and use of a dedicated account that is held specifically for non tax dollars

(non public monies). Shirl Doherty presented a $200 check from the Garden Club to be earmarked exclusively for garden tools. Rich Cole asked for permission to use his discretion to manage the 30 day CD rollovers without having to obtain board approval for those recurring decisions. All voting Aye. (Doherty, Feldman)

**Director Report:** Rivera-Holmes provided statistics for attendance and circulation. The Annual Report

has been submitted. A new program has been created called Pins and Needles, which is a weekly stitching and crafting gathering. There may be a donor (Team Moke) that will assume the cost permitting all Edinburg students to have use of the library in 2025. Rivera-Holmes would like to have a button on the library home page for donations. (All donation money will need to be deposited in the Memorial Account.) MVLS announced that the Schenectady County Library system (9 branches, and the largest in the system) has officially left JA (Joint Automation). They will have an in-house IT specialist to handle those duties. MVLS stated that the cost of the JA service should not go up for the remaining libraries, however Alisha stated that we need to be prepared if a change in cost occurs. Planning for the Summer Reading Program has begun. Michael Feldman asked that Rivera-Holmes post on Google Drive any discretionary expenses that are incurred. Doherty stated that the Friends have generally provided funding for programs. All approved the Report. (Feldman, Knapp)

**Building and Grounds:** Richard Cole stated that TruTemp Heating and Cooling has been approached

about providing scheduled maintenance to the library’s 2 furnaces and 2 AC units. Shirl Doherty suggested that Allen and Palmer should also be considered, both to support a local business and for expediency should a problem occur. Cole said that the RFP (Request for Proposal) would be posted. Doherty also suggested establishing a form that specifies expectations of any group using the library rooms, particularly putting tables back into place if they have been moved aside. A question was raised concerning the purchase of a printer and camera. The topic was discussed briefly and tabled.

**New Business**: NPL will take part in the 100Anniversary of the Northville-Lake Placid Trail Days. The

library will be a stop on the trolley route running throughout the village on Saturday, June 1, 2024. Some type of promotional merchandise item is needed for the library. Suggestions included pens, stress balls, magnetic bookmarks with the library logo (which needs to established). The cost of the swag will be taken from the Memorial Fund.

**Policies and Procedures:** The need for an update of all library policies has been emphasized by Rivera-

Holmes. A policy also needs to be established concerning the continuing education required of sitting board members. The committee will meet to begin that process before the April meeting.

**Next Meeting:** Tuesday,April 16, 2024, 6:30 pm

**Adjourned:** 7:22 pm

Respectfully submitted, Beth Junquera(secretary)