**Northville Public Library**

**Board of Trustees**

**May 21, 2024 Minutes**

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

 Shirl Doherty, Richard Cole, Cristen Shepard

Stella Williams (President) called the meeting to order at 6:32pm.

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

**Treasurer’s Report:** Michael Feldman presented his reports for March and May with a supplemental

report for April. Feldman questioned if any progress had been made in finding an accountant; the search is continuing. The 990 tax form was filed for the Northville Library Foundation Inc. The Foundation’s one-month CD comes due on the 25th of each month. Treasurer’s report approved by all. (Knapp, Junquera)

**Director Report:** Rivera-Holmes provided statistics for attendance and circulation. She reported that

the NCS shop class was in and looked around the library with ideas for signage, the work will begin in the new school year. Terry Brown (NCS librarian) met with Rivera-Holmes and offered to donate some weeded teen books from the school library to NPL. The grant for telescopes and astronomy programs was submitted. Alisha is interested in getting Library Trading Cards made up so NPL can participate with other libraries. July 2nd is the first deadline for the Construction Grant. An ambulance had to be called in April for a patron. This emergency brought to light several issues that need to be addressed; an Incident Report form needs to be drawn up, (Rivera-Holmes showed the board what she used), and there is also a pressing need for a First Aid kit along with an AED (Automated External Defibrillator) device. The Friend’s have stated they will commit $1,000 toward this equipment cost. Rivera-Holmes said that she will take training in CPR in conjunction with the use of the AED, additionally she would like to take Narcan (an opioid antagonist) training. It was asked if NPL is listed as a site for the Community Safety Zone. Alisha will discuss this with the NCS Superintendent, Dr. Chauncey. The NCS Elementary Principal, Tammy Reidell, met with Rivera-Holmes to voice her interest in getting library cards for all Edinburg students, and would like to meet with her on a monthly basis. After some discussion, it was decided that out-of-district patrons will be asked for a $5 donation with the Foundation covering the fee for anyone unable to pay.

**Building and Grounds:** Tru-Temp is coming in shortly to service the AC and heating units and will

provide a bill after service completion. Discussion turned to the construction project. The RFP (Request for Proposal) is out and with only one response. The windows are extremely expensive making the estimate of $130,000 by the ABG Building Corporation with the estimated time for completion being 60 days. Cole made a motion to approve the response to the Renovation and Construction 2024 RFP by the ABG Building Corporation, motion seconded by Williams with all voting Aye. Cole also made a motion that the Foundation make a no-interest loan to the library to partially cover the cost of the construction project. When and if the Construction Grant is approved, the loan will be repaid to the Foundation. Motion seconded by Knapp with all in agreement. Shirl Doherty is resigning from the Building and Grounds Committee; she feels that she would be more effective working on library programing and community outreach initiatives. The idea of putting the Public Relations Committee (Shepard, Junquera) with Programming may prove to be more fruitful.

**Policies and Procedures:** The Incident Report Form that Rivera-Holmes used for the health emergency

was discussed with one addition made. The form was generally accepted but the issue was tabled. The Building Use Form is complete but will need board approval.

**New Business**: The board made the decision to wait on making any contractual agreement with JA

(Joint Automation)until the Schenectady Library issue is resolved.

**Next Meeting:** Tuesday,June 18, 2024, 6:30 pm

**Adjourned:** 7:43 pm

Respectfully submitted, Beth Junquera(secretary)