

**Northville Public Library
Board of Trustees
November 19, 2024 Minutes**

Present: Alisha Rivera-Holmes, Rich Cole, Mike Feldman, Stella Williams, Cristen Shepard, Beth Junquera, Shirl Doherty, John Knapp, Diane Dillenbeck (President of The Friends), and Dan Towne

The meeting was called to order at 6:30 by Stella Williams (President).

Secretary's Report: The Secretary's Report was unanimously approved. (Shepard, Knapp)

Treasurer's Report- Mike Feldman stated that Form 941 (Employer's Quarterly Federal Tax Return) will not be included in the December report but will be in the January 2025 Treasurer's report. The IRS Form 990 (Return of Organization Exempt from Income Tax) has been completed. Rivera-Holmes explained that the National Grid power bill was excessively high because the third-party supplier, American Power and Gas, LLC, has dramatically increased their kilowatt-hour cost. John Knapp will inquire about a third-party supplier called CleanChoice Energy, and Rich Cole will check out (<https://community.nexamp.com>) as a possible alternative third-party supplier. Knapp made a motion to approve the Treasurer's Report, and Cole seconded it, with all in agreement.

Endowment: Rich Cole would like to have an advisor from Morgan Stanley make a presentation to the board during the January meeting. This presentation provides some possible avenues of growth for the Endowment monies.

Director's Report: Alisha Rivera-Holmes reported the stats on library usage. The Toddler Program has begun, and Shirl Doherty had an excellent turnout for the Pumpkin Party. The Friends are purchasing a laptop for Rivera-Holmes. Sophia Daignault will begin three teen-specific programs: a book club, Teen Dungeons and Dragons, and a Game Night. A color printer has been ordered. The director's Report was unanimously approved. (Williams, Knapp)

Building and Grounds: The library is heated by three separate furnaces, a control panel for one of the furnaces failed, and the temperature in the library reached ninety degrees. The main controller board needs to be replaced. Rich Cole suggested that smart thermostats be installed. Cole made a motion for the repair or replacement of the controller board, for new smart thermostats to be installed, and for a new router to be

put in place. (Tru-temp will complete the work) Knapp seconded the motion with all voting Aye.

Policies: Stella Williams made a motion to approve, for a third time, the following policies: Volunteer Code of Conduct and Board Roles and Responsibilities. Knapp seconded the motion, and all were in agreement. These policies are now “set policy.”

Old Business: The monitor for the security system is located in the cellar and cannot be moved. A separate wirelessly connected monitor is needed in a more viable location.

New Business: Alisha Rivera-Holmes raised some issues that need to be addressed as she prepares for maternity leave. Sophia Daignault and volunteers will cover the day-to-day duties. Mike Feldman has agreed to take care of payroll and bills. Rich Cole mentioned the Hit and Miss Engine winter presentation with the date and time to be determined. Shirl Doherty suggested the possibility of a Trivia Night. She also added that her daughter, the Saratoga County historian Lauren Roberts, is willing to conduct a program. Stella Williams introduced Don Towne to everyone on the board. He said that he was interested to see how our meetings run.

Friends: Diane Dillenbeck, President of the Friends, stated that the Friends would be willing to provide some funding for an alarm security button for the front desk and the Director's office. She also brought up a concern voiced by a Friends member about liability insurance. Rich Cole assured her that the library insurance covers any volunteers.

Mike Feldman made a motion to approve the payment of bills, seconded by Cole, with all parties in agreement.

Next Meeting: Tuesday, December 17, 2024, 6:30 p.m.

Adjourned: 7:10 p.m.

Respectfully submitted, Beth Junquera (secretary)