

Minutes, Hazeltine Board of Trustees, 9/28/2021

CTO: 5:04 PM

PRESENT: Nikole Knobloch, Liz Burns, Sally Burns, Judy Haller, Trustees; Katie Smith, Director

**TREASURER'S REPORT:**

Expenses totaled \$3908.00 for August; an additional \$1785 of grant money for community building was used for finishing details, leaving a small amt remaining, with NYS 10% still to come in.

Lakewood Memorial Library wants to request increase in funding per school budget, Hazeltine trustees feel it is too soon, no current need for increase, will discourage Lakewood as current funds are combined for both libraries

Judy explained how depreciation figures into budget for non-profits

Report approved

AUGUST MINUTES: Reviewed as presented by secretary, approved as written

CORRESPONDECE: Nothing new received

DIRECTOR'S REPORT: Katie submitted written report, highlighting the following:

Public enjoying option of coffee while sitting and reading

Community Building floor cleaned and painted, Work scheduled for steps, sidewalk, stones in September

Computer moved to children's room is connected to printer and being used by both children and adults

Girls Scouts will be meeting twice monthly in community building, yoga continues as well

Closure dates for upcoming holidays will be : 11/25, 11/26; 12/24 and 12/25; close at 5:00PM on 12/31; closed 1/1/22.

Trustees are required to complete the NYS annual sexual harassment training available on Youtube, sign verification form of completion.

**OLD BUSINESS:**

No recruits as yet per trustee search, Katie will contact RSVP and volunteer list from CRCF

Library evaluation forms need to be returned for compilation to Nikole

Discussion as to need for employment contracts. Decided all issues are covered in personnel policies.

Reiterated that current staff are a good team with individual skills contributing to strength of library. We would like to invite Sue to attend a board meeting to express our respect and for her own contributions to ideas. Katie to do her evaluation, board can review at Oct mtg, then meet with Sue prior to Dec meeting to share results and inform her regarding raise and bonus.

Katie will be on vacation 10/13-10/19, Sue will cover her hours.

**NEW BUSINESS:**

Presented proposed 2022 budget, members to review, advise, final adoption will be at Dec. Mtg.

**Decided to combine Nov and Dec meetings into one, schedule for 12/7/21**

**ADJOURNED 6:40 PM**

**NEXT MEETING: Oct 26, 2021, 5:00 PM**