

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday, November 21, 2024

**Present:** President Most  
Vice President Bloom  
Treasurer Noble  
Secretary Fortino  
Director Hysell

**Trustees Present:** Foster, Douglas, Galella, Grimshaw, Kelley, Smith, Srinivasan

**Guest (s)Present:** City Liaison, Deputy Mayor Riley, Michael Spencer, Jack Eckhardt

Meeting called to order 7:00PM

No Comment from the Public

### **Adoption of Minutes**

The October 17, 2024, minutes were not available at this meeting. The Board will review and move on these minutes at the December 19<sup>th</sup> meeting.

**Director's Report:** Report accepted as offered. Director Hysell reported that it was the Building Inspector and a Fire Inspector who conducted a building inspection on October 23,2024. Written report of that inspection visit has not been received.

Director Hysell has been notified that there will be a Fire Drill either on Monday, November 25 or November 26.

**Treasurer's Report:** State Retirement for 2024 will be approximately \$84,000-slightly over the \$81,000 budgeted. The estimate for 2025 is \$112,000. The increase for 2025 is due to rising costs and increase of salaries submitted: the salaries of two new full time circulation clerk positions and the addition of full time Director's position (Dana Hysell).

**Statistics:** Director's Report. Director Hysell stated that there is a downward trend, working on all areas to increase patron engagement.

**WLS Report:** The WLS Annual meeting took place on November 19<sup>th</sup>. There are two new Trustees. The 7.4 million budget was approved. Events: Trustee Handbook Club Advocacy-January 22<sup>nd</sup> (Virtual: 5:00pm-6:30pm) and Albany Library Advocacy Day on February 5<sup>th</sup>.

**Grants:** No updates

### **Committee Reports**

**Audit:** No report.

**Executive Committee:** No report

**Facilities Committee:** No report

**Finance Committee:** The Finance Committee met on Wednesday, November 20th to work on the proposed 2025 budget to present to the Board ahead of the December 19<sup>th</sup> meeting, at which it will be voted on.

**Fund-raising Committee:** The Mark Bittman event was held on Monday, November 18 in the Nutrition Room. There were 97 paid admissions, 80 attendees. The ticket sales netted over \$1,600; Director Hysell is calculating the net sales for the books. A successful event, helping reestablish the Field Library as a community anchor and resource. President Most thanked Trustees Karen Kelley and Mary Foster, from the community Pat Brigham and Jen Zawacki (creation of ads), along with Library staff, Frank Godino, Jose Diaz and Sarah Scott and Dana Hysell for their great efforts in making this a successful event. The Fundraising Committee is currently working on a winter pledge to patrons; this should launch in about a week, with a direct mailing to the community in early 2025.

**Governance:** No report. Reminder to Board members to submit certificate of participation for 2-hour required training to the Chair of the Governance committee.

**Human Resource:** No report

**Nominating:** No report

**Website:** Director's Report. Moving forward the AdHoc "**Website committee**" will no longer be part of the standing committees. The ongoing work on the development of a new website will be part of the Director's Report.

**Discussion Items:** None

### **Old Business**

a. Mobile Kitchen

Move to authorize Director Hysell to submit invoice quote for Mobile Kitchen to Friends of Field Library by Most, seconded by Srinivasan. Abstention Smith. All others in favor. After this approved motion, Jack Eckhardt, a member of Friends of Field Library, came before the Board to state that Friends is prepared to pay for the full amount (including shipment) of the Mobile Kitchen and that Friends will be placing the order for the equipment. Director Hysell will work directly with Mr. Eckhardt, as a representative of the Friends, to coordinate delivery of the Mobile Kitchen.

### **New Business**

a. Accommodation Policy

Move to adopt Workplace Accommodation Policy by Galella, seconded by Grimshaw. Unanimously approved.

b. Employee Handbook Updates

Move to adopt Employee Handbook Updates (Section II: Your Employment) by Kelley, seconded by Smith. Unanimously approved.

c. Holiday 2025 Schedule

Move to adopt Holiday 2025 Schedule by Kelley, seconded by Grimshaw. Unanimously approved with the following change: Wednesday, November 26 Thanksgiving Eve, the Field Library will close at 1:00PM.

d. 2024 Staff Bonuses

Move to adopt 2024 Staff Bonuses by Kelley, seconded by Smith. Unanimously approved with the following changes: Heading for this item will be “2024 **Holiday** Staff Bonuses”; the following names will be deleted: Director Hysell, Accountant TJ Moynihan; Heath Godfrey (Head Security), Patricia Effort (Security Guard), and Devon Hrazanek (Security Guard ) will be moved to a new category, “Security Guard “and they will each be awarded \$50.00 holiday bonuses.

e. Changing Payroll Providers

Move to authorize Director Hysell to make changes to new Payroll Provider by Kelley, seconded Noble. Unanimously approved.

f. Proposed changes to staffing schedule: Discussion item, work in progress.

Moved to adjourn to Executive Session by Noble, seconded by Kelley.

Unanimously approved.

Purpose of Executive Session: Personnel and Trustee Matters

Moved to exit Executive Session by Kelley seconded by Smith. Unanimously approved.

Moved to adjourn meeting by Kelley, seconded by Smith. Unanimously approved.

Meeting adjourned: 9:00pm.

Next meeting Thursday, December 19, 2024

Submitted by Catalina Fortino

Pending adoption by Board of Trustees on December 19, 2024