Village Library of Cooperstown Board MINUTES

Date | time 11/30/2021 4:00 PM | Meeting called to order by Amanda Chase

# In Attendance

# Trustees present: Amanda Chase, Kristin Walker, Susan Miosek, Emily Price, Marla Russo, Robert Seward, Stephanie Hazzard

# Also present: Heather Urtz (Library Director) Trustees absent: Jill Feury, Steve Bohler

Motion to approve September and October minutes from Kristin, second from Susan – motion carried

# Director’s Report

* Report from library director, Heather Urtz
  + Written report sent out prior to the meeting
  + Highlights:
    - An abundance of programs are happening!
    - Waiting on Otsego County for approval of the P/T clerk (Cindy’s replacement). It’s a civil service position, although it does not require the applicant to take a civil service exam as it is under 20 hours/week
* Motion from Susan to accept the updated policy standards of behavior with two edits, second from Amanda - motion carried
  + Edit 1: addition of the word “staff” to the point “Taking photographs or videos of library users or staff without their permission.
  + Edit 2: formatting– shift “The following behaviors are prohibited in the library:” down a line.
  + Policy sent prior to the meeting

# Treasurer’s Report

* Expense reports sent out prior to the meeting
* Overview of expenses and deficits within the budget from Robert
* Motion to accept treasurer’s report from Susan, second from Amanda – motion carried
* Motion to approve the amended fiscal year 2021-2022 budget from Amanda, second from Susan – motion carried
* Stephanie and Amanda will join Robert and Heather in early January for a finance committee meeting

# Friends of the Village Library’s Report

* Karen sent an email stating the book collection was successful and the annual appeal continues with an online blast for Giving Tuesday

# Other Committee Reports

* **Finance** (Vacant)
  + No report
* **Personnel** – (Vacant)
  + No report
* **Facilities** (Steve)
  + No report
* **Nominating** (Susan)
  + No report
* **Programming** (Kristin/Amanda)
  + No report
* **Strategic Planning** (Jill)
  + No report
* **Buildings** (Vacant)
  + No report

# Other Business

Next meeting is January 25th, 2022 at 4:00

11/30/2021 5:05 PM

Motion to adjourn from Susan, second from Kristin – motion carried

Minutes recorded and submitted by Amanda Chase.