

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

January 3, 2022

In Attendance: Gayle James, Jim Dillon, Jerry Hunter, Mary Begley, Anne Baldwin, Emily Gorham, Cathy Wood, Maryanne Adams (via phone),

Absent: Birgit Latray (excused)

The meeting was called to order and the agenda adopted. All necessary documents were previously emailed to members.

Secretary's Report: The December minutes were reviewed.

Motion to approve: Mary Begley Second: Jerry Hunter Motion approved.

Director's Report: The December Director's report was reviewed.

Treasurer's Report: The Treasurer's monthly report was presented and reviewed.

Motion made to approve report and pay the bills: Motion: Anne Baldwin Second: Jim Dillon Motion approved.

Committee Reports:

Finance: Cathy & Emily

Planning: Mary & Birgit

Please note: The Library's original charter was issued in 1926. **2026** will be the 100th anniversary of the charter. Planning and anniversary discussions will continue.

Personnel: Maryanne & Anne

Facilities: Board has agreed with Jerry's suggestion that Library roof needs replacing. Pricing quotes will be needed.

Old Business: Parking lot repaving and cost sharing with village.

Discussion will continue concerning Library land purchase.

Sale of one share of Brighthouse Financial – waiting for update.

New board member search.

New Business: NYS Annual Report Prep. (due February 28th)

IRS Form 990 Prep. (due May 15th)

Mission Statement reviewed without change.

By-Laws reviewed. May add note about committees.

Records Policy reviewed and revised to change the basic record retention period from 7 years to 6 years, for consistency with the applicable NYS records retention schedule.

Motion: Jerry Hunter Second: Anne Baldwin Approved.

Current and historical library charters will be framed and on display.

Motion to adjourn: Emily Gorham Second: Jerry Hunter Motion approved.

Next Mtg: February 7, 2022

Cathy Wood

Secretary