

# Tuckahoe Public Library Board of Trustees Minutes

**Monday, October 17, 2022**

**Call to Order:** 6:30 pm

**In Attendance:** Karen Cashman, Ginger Crosby, Elaine Garry, Julie Gurdin, Leslie Rohr, Swadesh Pachnanda (Director), David Burke (Village Administrator)

## **Friends of the Library**

The concert planned for 10/22 has been cancelled.

## **Village Administrator**

David outlined the roles and responsibilities for the library renovation. He will manage the project, and is working on obtaining price proposals from the architects and construction management firms to put together a bid package. The construction cost alone is anticipated to be \$1.5M and to take approximately three months. The Board will need to decide on timing and manage the functioning of the library at a temporary location. This would include decisions on the kinds of programming to offer, which materials to bring and which to store.

## **President's Report**

- Minutes: Leslie motioned to approve the September minutes; 2<sup>nd</sup> by Julie; all in favor.
- September Vouchers: \$2,822.68; Trust & Agency: \$4,378.13

## **Director's Report**

- Financial statistics: Swadesh reviewed with the Board the general ledger, expense and revenue control reports.
- Building and Grounds: The commemorative bricks have been ordered and will be installed by year-end.
- WLS: The Board discussed the provisions of the IT Service Level Agreement and unanimously agreed to accept the 2023 IT Service Year's contract with the WLS, in the amount of \$42,104.61, as proposed. Motion by Elaine; 2<sup>nd</sup> by Leslie; all in favor.
- Grants: Amy Paulin committed to an additional \$250,000 for the library renovation in the form of a SAM grant. Swadesh distributed a grant summary by year.
- Strategic Plan: Julie reviewed the most recent changes to the document and the Board unanimously agreed to adopt the Strategic Plan. Motion by Julie; 2<sup>nd</sup> by Elaine; all in favor.
- Staffing: Two part-timers have resigned and Swadesh will shift their hours to other part-time staff. The library will be open from 10-1 on Christmas Eve and New Year's Eve.

**Upcoming Programs:** See calendar.

Elaine motioned to adjourn at 8:40 pm; 2<sup>nd</sup> by Karen; all in favor.

Submitted by Elaine Garry