

Middleburgh Library Association
Board of Trustees Monthly Meeting
December 16, 2024

1. Call to Order

a. Time – 6:00pm

b. Present: Terry Pavoldi (Library Director), Diane Stewart (Co-President), Sarah Beekman (Co-President), Kelly Rossmann (Secretary), Carrie Foland, Marilyn Wyman, Scott Keidong, Scott Walsh and Sarah Hunt (Treasurer)

Absent: Deborah Brigadier (BH Director)

2. Pledge of Allegiance

3. Agenda: Questions, Additions and Approval

Motion to approve the agenda with addition of: Old Business a) Projector Update b) Review “Trustee Right to Attend Meetings Remotely” by-law amendment, Kelly, 2nd – Scott K.

i. Aye – 7 No – 0 Abstain – 0

4. Approval of November 18, 2024 meeting minutes

Motion to approve November meeting minutes, Marilyn, 2nd – Carrie

i Aye – 6 No – 0 Abstain – 1

5. MLA Treasurer’s Report

Sarah answered questions about both October and November’s Profit and Loss Reports along with Quick Reports. Mary from Evening star did send over our 5 page “Chart of Accounts”. Sarah will sit down with Terry to review these pages to see what can be eliminated or combined (ex: fundraisers that no longer exist). After questioning Mary, she sent an email explaining that Payroll taxes are liabilities and will zero out when they are paid (they will not be seen on a P&L). Mary explained the way BQ posted was different than the way they post these lines. Both FAM FUNDS accounts were up this month.

Motion to accept MLA Treasurer’s Report, Marilyn, 2nd – Sarah B.

i Aye – 7 No – 0 Abstain - 0

6. BH Treasurer’s Report

Kelly reported \$ 160 in receipts (from tours) and \$ 839.05 in expenses. Received word that FAM FUNDS donated \$ 1,500 and Race Printing donated \$ 75 towards our Miracle on Main Street event. Kelly will check with BHAC to see if they would like to send out the appeal letter once more through social media. To date, total of \$ 359.60 has been spent on Web Domain. Kelly suggests we increase this line item from \$ 200 to \$ 500 for next year’s budget (and decrease Archiving/Preservation line item from \$ 500 to \$ 200).

Motion to accept BH Treasurer’s Report, Carrie, 2nd – Scott K.

i. Aye – 7 No – 0 Abstain – 0

7. Director’s Report

Terry states that there was another large crowd inside the library for this year’s Miracle on Main Street event. Basket raffle tickets were sold and take-home crafts were passed out to the children. Two ERC reimbursements arrived in the amount of \$ 9,158.86 and \$ 3,230.92. Also, received Middleburgh Central School’s check for \$ 188,523.48 (which included P.I.L.O.T. payment for \$ 1,542.29). Kelly will once again ask the school to not include both the school tax fund and Middleburgh Meadows P.I.L.O.T. in one payment. Our patrons can still request items from Schenectady Library using a different website than what they have used in the past (Linx).

Motion to accept Director’s Report, Kelly, 2nd – Scott K.

i Aye – 7 No – 0 Abstain – 0

8. Committee Reports

a. Best House

A new volunteer application from Katie Hagan was reviewed by all board members.

Motion to approve new Volunteer Katie Hagan, Kelly, 2nd – Diane

i Aye – 7 No – 0 Abstain - 0

b. Executive Finance Committee

Three topics were discussed at 12/02/24 EFC Meeting (Tax Cap, Employee salary adjustments and Department of Labor's yearly increase for minimum salary basis threshold for administrative employees). Recommendations were made by EFC committee.

Motion to accept Committee Reports, Marilyn, 2nd – Scott K.

i. Aye – 7 No – 0 Abstain – 0

9. Old Business

a. New Projector Update

Terry met with Kip Degroff to discuss purchasing new projector system (system being purchased with the \$ 12,500 donation from FAM FUNDS). It was discovered that the existing screen will not be compatible with new projector. A new screen will have to be purchased. There are two options for the new screen on the wall: Motorized for \$ 3,000 or Manual for \$ 1,500. Purchasing the screen may bring us over the allotted \$ 12.500 by about \$2,000.

Motion to approve purchasing entire Projector system including new screen with FAM FUNDS

Donation of \$ 12,500 with any overage being covered by ERC funds, Kelly, 2nd by Carrie

i Aye – 7 No – 0 Abstain- 0

b. By-law Amendment “Trustee Right to Attend Meeting Remotely”

A suggestion was made to add to the amendment. After a brief discussion it was decided to keep it as is.

10. New Business:

a. Swear in new trustee Sarah Hunt

Sarah was sworn in and can now vote. Terry will locate a Trustee Handbook for both Sarah and Scott W.

b. Vote on going over the tax cap

Motion to approve raising the tax levy above the 2% limit, Diane, 2nd by Kelly

i Aye – 8 No - 0 Abstain - 0

c. Employee salary adjustments (discussed in Executive Session)

11. Public comment(s). None.

12. Executive Session:

Motion to go into Executive session to discuss employee salary adjustments @6:54pm,Diane,2nd by Sarah B

i Aye – 8 No - 0 Abstain - 0

Motion to come out of Executive session @ 7:23pm, Marilyn, 2nd by Scott K.

i Aye – 8 No - 0 Abstain - 0

Motion to approve employees with less than 7 years of tenure to have their hourly wage increased up to statutory requirements (\$ 15.50/hour) and employees with 7 years or more of tenure to have their base pay increased by 3.5% starting 01/01/25, Scott W, 2nd by Marilyn.

i. Aye – 8 No - 0 Abstain – 0

Motion to approve increasing Library Director's salary to \$ 60,405.80 (amount set by NY Department of Labor to satisfy the exemption from overtime) starting 01/01/25, Scott W, 2nd by Scott K.

i Aye – 8 No – 0 Abstain - 0

13. Adjourned 7:25 pm

Motion to adjourn – Carrie, 2nd – Sarah H.

i Aye – 8 No – 0 Abstain – 0

Next meeting will be January 20, 2025 @ 6:00pm

Summary submitted by Kelly Rossmann