NEWMAN RIGA LIBRARY  
BOARD OF TRUSTEES MEETING  
January 22, 2024

Present: Lynn Brown, Monica Blank, Linda Branch, Francis Schwalm, Joan Hawthorne, Sandra Willson, Pamela Kissel, Martin Zess, Mary Christina Jones, David Gathmann, Ann Marie Dean, Debra Landers  
Absent: Kari Cameron  
Town Board Liaison: Ken Kuter  
Call To Order: Meeting called to order at 5:59 p.m. by President Monica Blank. An introduction of Board Members was conducted.

Adoption of Agenda: Per Lynn Brown’s request, the Agenda was amended to conduct “New Business” first. Motion to approve Amended Adoption of Agenda made by Pamela Kissel, 2nd by David Gathmann-unanimously approved.

New Business:  
-Motion to approve new Board Members, Joan Hawthorne, Martin Zess, and Francis Schwalm made by Pamela Kissel, 2nd by Sandra Willson-unanimously approved.  
- After 27+ years, Dave Gathmann is retiring from the board and this is his last meeting. Thank you Dave for your amazing service!  
-Discussion regarding the need to fill Board Positions for Vice President, Treasurer, and Assistant Treasurer. Motion to approve Ann Marie Dean for Vice President, Joan Hawthorne for Treasurer, and Martin Zess for Assistant Treasurer made by David Gathmann, 2nd by Pamela Kissel-unanimously approved.

Minutes: Motion to approve October 16th meeting minutes made by Pamela Kissel, 2nd by Linda Branch-unanimously approved.

Treasurer’s Report:  
<table>
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<tr>
<th>Account</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Main Checking</td>
<td>$12,321.24</td>
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<tr>
<td>Business Savings</td>
<td>$74,694.17</td>
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<tr>
<td>Bullet Aid</td>
<td>$17,847.80</td>
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<tr>
<td>Capital Fund</td>
<td>$31,984.00</td>
</tr>
<tr>
<td>Comm ODP7611</td>
<td>$0.00</td>
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Investment and Finance:  
-David Gathmann stated that, after review, the portfolio was up 14.8%  
-Portfolio Contribution to Operations was also reviewed  
-Bond Portfolio is managed by another person who will act appropriately if it’s under duress and/or at risk
-Discussion regarding appointing a third person to have access to Fidelity account

**Budget Status Report:**
- Lynn Brown reported the first check from the Town of Riga has been received and deposited
- Bullet Aid transfer for purchase of shelves still needs to be done
- $11,000 transfer from Capital Account has not been processed yet
- 2023 Year End Operating Budget was reviewed

**Director’s Report:**
Director Lynn Brown reported on Programming, Building and Grounds, Financial, Staffing, Meetings Attended, and Circulation. A detailed written report was provided to all Board Members.

**Old Business:**
- Martin Zess gave a report on Fund Raising & Community Engagement Wine Appreciation and Education event
- The Board discussed a future Wine Appreciation and Education Event but determined it could be perceived as a conflict of interest now that Marty is a Library Trustee.
- Conflict of Interest Policy was provided and signed by all Board Members
- Collection Development Policy and an updated Reconsideration Form were reviewed. **Motion to approve Collection Development Policy along with the Reconsideration Form made by Joan Hawthorne, 2nd by Linda Branch—motion approved with 1 opposed**
- Library Gift and Disclosure Policy form was reviewed and signed by all Board Members
- Trustee By-Laws to be reviewed and voted on at next meeting

**Motion to adjourn at 7:51 p.m. made by Sandra Willson, 2nd by Mary Christina Jones—unanimously approved.**