

**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:

Main Checking	\$12,321.24
Business Savings	\$74,694.17
Bullet Aid	\$17,847.80
Capital Fund	\$31,984.00
Comm ODP7611	\$0.00

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.