Red Creek Free Library

6817 Main Street

PO Box 760

Red Creek, NY 13143

Board of Trustees Meeting

January 11, 2022

6:00 PM

President, Tina Johnson; Vice President, Bonnie Hall; Treasurer, Virginia Kachurak, Secretary, Jane Stevenson, Heidi Dates, Director: Patti Alexander

Absent: Jodi Rogers

Guests: Bette Maute

1. **CALL TO ORDER:**

Tina Johnson called the meeting to order at 6:05 p.m.

1. **ADOPTION OF AGENDA**

**Motion 22-001**: Bonnie Hall moved to approve the agenda. Virginia Kachurak seconded and the motion was passed.

1. **PUBLIC EXPRESSION:** None
2. **APPROVAL OF MINUTES**

**Motion 22-002:** Bonnie Hall moved to approve the December 14, 2021, minutes. Heidi Dates seconded and the motion carried unanimously.

1. **TREASURER’S REPORT**
   1. Monthly Financial Report
2. **DIRECTOR’S REPORT**
   1. Presented by Patti Alexander (see attached)
3. **OLD BUSINESS:**
   1. **Policy Manual Update:**

**Motion 22-003**: Bonnie Hall moved to approve the following policy numbers, with corrections as noted; 1.1.3-Patron Confidentiality, 1.3.2-Patron Code of Conduct, 1.5.1-Code of Ethics, 1.5.2-Conflict of Interest, 1.6.2-Public Access to Records (FOIL), 1.6.3-Records Retention, 1.7.3-Purchasing and Procurement, 1.7.4-Petty Cash, 1.7.5-Credit Card, 1.7.7-Fund Balances and Reserve Funds, 1.7.8-Segration of Duties, 1.8.7-Whistleblower Protection, 1.9.2-Emergency and Disaster Plan, 1.9.6-Bedbugs. Heidi Dates seconded and the motion was passed.

* 1. **Tax Forms 990 – 2021 and Quick Books Comparison:**

**Motion 22-004:** Bonnie Hall moved to hire R. J. Caruso Tax & Accounting, Oswego, NY as tax consultant and Quick Books trainer. Heidi Dates seconded and the motion was passed.

* 1. **Construction Grant Records**: Patti got password to be able to access the rest of the forms needed to close out the grant.
  2. **Director and Officers Insurance**:

**Motion 22-005:** Bonnie Hall moved to purchase Director & Officers Insurance from Mount Vernon Fire Insurance Company subject to review and recommendations by consultant, Eastern Shores, to be paid annually. Virginia Kachurak seconded and the motion was passed.

* 1. **Feasibility Study By An Architect:** hold until next meeting.
  2. **Long Range Plan:**

**Motion 22-006:** Virginia Kachurak moved to approve the Long Range Plan pending address update. Tina Johnson seconded and the motion was passed.

* 1. **Budget 2022:**

**Motion 22-007:** Bonnie Hall moved to approve the 2022 Budget. Virginia Kacharak seconded and the motion was passed.

1. **NEW BUSINESS**:
   1. **Backyard-basement Sewer Connection:** Patti notified Mayor Palermo about recent digging in the next door neighbor’s backyard. Mayor Palermo will notify Wayne County Sewer & Water to find out was done.
   2. **Facility Maintenance Notebook:** The following trustees will work on the Facility Maintenance Notebook; Jodi Rogers, Heidi Dates and Tina Johnson.
   3. **In-house Audit:** The following trustees will do an in-house audit; Virginia Kachurack, Jane Stevenson and Heidi Dates.
   4. **Bylaws Addition of Association Definition:**

**Motion 22-008:** Bonnie Hall moved to add association definition to bylaws. Heidi Dates seconded and the motion was passed.

* + 1. **Board Terms and Annual Meeting Changes:**

**Motion 22-009:** Bonnie Hall moved to change Board terms and Annual Meeting to December to correspond with budget. Heidi Dates seconded and motion was passed.

1. **PUBLIC EXPRESSION**: None
2. **NEXT MEETING** – February 8, 2022 at 6:00 p.m.
3. **ADJOURNMENT**

**Motion 22-10:** Bonnie Hall moved to adjourn the meeting. Virginia Kachurak seconded and the motion carried unanimously. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Jane M. Stevenson