Red Creek Free Library

6817 Main Street

PO Box 760

Red Creek, NY 13143

Board of Trustees Meeting

December 13, 2022

6:00 PM

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

Absent: None

Guests: None

1. **CALL TO ORDER:**

Tina Johnson called the meeting to order at 5:57 p.m.

1. **ADOPTION OF AGENDA**

**Motion 22-57:** Bonnie Hall moved to approve the agenda. Heidi Dates seconded and the motion was passed.

1. **EXECUTIVE SESSION**

**Motion 22-58:** Bonnie Hall moved to go into Executive Session at 5:57 p.m. Heidi Dates seconded and the motion was passed.

**Motion 22-59:** Bonnie Hall moved to end Executive Session at 5:58 p.m. Jodi Rogers seconded and the motion was passed.

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

**Motion 22-60:** Bonnie Hall moved to approve the October, 2022, minutes. Heidi Dates seconded and the motion was passed.

**Motion 22-61:** Bonnie Hall moved to approve the November, 2022, minutes. Heidi Dates seconded and the motion was passed.

1. **TREASURER’S REPORT**
   1. Monthly Financial Report
   2. 2023 Budget

**Motion 22-62:** Bonnie Hall moved to approve the Draft Budget for 2023. Jodi Rogers seconded and the motion was passed.

1. **DIRECTOR’S REPORT**
   1. Presented by Patti Alexander (see attached)
2. **OLD BUSINESS:**
   1. **Back Door/Roof –** New door has been installed. Will look into replacing the roof in the Spring.
   2. **Director Review**

**Motion 22-63:** Bonnie Hall moved to give Patti Alexander a $1 per hour raise effective January 1, 2023. Jodi Rogers seconded and the motion was passed.

1. **NEW BUSINESS**:
   1. **Policy Review – Library Incident** – Patron was given a copy of the policy on damaged materials. After some discussion, patron purchased new CD and agrees with the policy of only being able to check out one item at a time.
   2. **Mike Cullinam/Funeral Home** – Tina Johnson talked to Mike about the library putting up a fence in our back yard. Mike has no problem with us doing that. Tina will get this in writing from Mike.
   3. **IRS Letter** – Heidi Dates has contacted the IRS and has sent documents they requested. Heidi will try to contact the IRS again to make sure that what she sent is what they needed to eliminate the fine.
   4. **Craft & Hobby** – Tina talked with new company that is setting up a service for libraries to have access to videos for crafts & hobbies. Company is planning to start in January.
   5. **Sexual Harassment Training** – Patti has requested that Trustees as well as staff have training. Patti will email link to training to Trustees.
2. **Public Expression:** none
3. **NEXT MEETING** – January 10, 2023 at 6:00 p.m.
4. **ADJOURNMENT**

**Motion 22-64:** Bonnie Hall moved to adjourn the meeting. Jodi Rogers seconded and motion was passed. The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Jane M. Stevenson