

Moore Memorial Library
Board Meeting Minutes
February 10, 2025 @ 5:30 pm

Meeting was called to order by President Mike Paino at 5:30 p.m.

Members Present: T. Brant, N. Bromley, C. Buck, G. Hinman, M. Paino, K. Raymond, J. Roth, T. Winn. Also, in attendance was Library Director H. Harvey.

Members Absent: G. Breuilly, J. Ruth, D. Fowlston

Minutes of December 16, 2024, meeting as well as the January 20, 2025 meeting were approved for filing. Motion by C. Buck, seconded by N. Bromley. Ayes all.

Finance Report and Year-End Financials were provided by H. Harvey and C. Buck, covering the assets and a review of income and expenditures. Also, an update on year-end accounts. It was noted that the NBT CD will be closed out and moved to the money market account in February. Approved on a motion by T. Brant, seconded by G. Hinman. Ayes all.

Library Director Report - H. Harvey went over several topics, highlighting some personnel information, financial updates including grants and donations received. Staff members have all completed the required annual sexual harassment training. There was also a discussion regarding future days the library may be closed, including Lunar New Year and the day after Christmas. It was determined that the board would discuss these again in the future on a case-by-case basis. Various policies were discussed, as well as trustee training opportunities. N. Bromley has offered to write the necessary thank you notes for gifts received. It has been established that Pam Lipko will be Hailley's backup for payroll in the event Hailley is unable to fulfill those duties. It was confirmed that employees will be paid for their scheduled shift if the library closes due to a snow day. Finally, historical books written by Vicky House will be sold in the library. Each request to sell items needs to be reviewed by the trustees on a case-by-case basis.

Committee Reports

- The Finance Committee met and determined that a financial policy is needed. This will be prepped and discussed in the future.
- The Personnel Committee has not met.

Old Business:

- Circulation desk computers/printers have been installed and are in-use now. Staff members and patrons are very pleased with how helpful they are.

Action Items:

Reorganization

Appoint trustees for five-year term 2025-2030 – Approved on motion by C. Buck, seconded by N. Bromley. Ayes all.

- Karen Raymond
- James Ruth

Appointment of Officers for 2025 – Approved the following on a motion by G. Hinman, seconded by K. Raymond. Ayes all.

- President – Christine Buck
- Vice President – Michael Paino
- Secretary – Terri Brant
- Treasurer (Interim for now) – Tiffany Winn
- Authorized Signatories – Christine Buck, Nancy Bromley, Christine Burdette

Personnel Changes – Approved on motion by C. Buck, seconded by K. Raymond. Ayes all.

Accept the **resignations** of the following individuals:

- Tracey Lawrence
- Esther Shearer

Appoint the following individuals:

- Linda Brown
- Pamela Hero

2025 Staff Roster & Pay Rate was approved on a motion by J. Roth, seconded by M. Paino. Ayes all.

Tax Cap - 2025 Resolution to not exceed the tax cap for 20225 was approved on motion by J. Roth, seconded by M. Paino. Ayes all.

2025 Tax Levy for \$206,000 was approved on motion by J. Roth, seconded by T. Brant. Ayes all. H. Harvey will compose the required letter to the Greene Central School District to add the library to the upcoming school budget vote in May 2025.

2025 Moore Memorial Library Budget – for - \$337,500.00 was approved on motion by M. Paino, seconded by T. Brant. Ayes all.

Resolutions Approved on a motion by M. Paino, seconded by K. Raymond, ayes all, as follows:

- Authorization of bill payment between board meetings

- Authorization of Library Director (Hailley Harvey) to use library credit cards
- Establishment of a Petty Cash Fund to be accounted for and reconciled by Library Director (Hailley Harvey)
- Authorization of Library Director (Hailley Harvey) to certify library payroll
- Authorization of the current mileage reimbursement rate set forth by the IRS
- Authorization of Library Director (Hailley Harvey) to apply for grants
- Authorization of Library Director (Hailley Harvey) to approve attendance of Moore Memorial Library employees at conferences and workshops

Adjournment – The meeting was adjourned by outgoing President Paino at 6:30 p.m. on a motion by G. Hinman, seconded by T. Brant, ayes all. Next meeting will be on March 17, 2025, at 5:30 p.m. at the library.

Respectfully submitted:

Terri Brant

Theresa (Terri) Brant