



**BOARD OF TRUSTEES  
ONLINE MEETING per Zoom  
October 19, 2020, 7 p.m.**

Present: President Dan Capuano, Vice President Amanda Beedle, Director Joseph Burke, Deborah Marion-Katz, Melanie Shatynski, Paul Scilipoti, Dick Howie, and Katie Barker

Absent: Rachel Lane, Bookkeeper Jason Cooper

The meeting was called to order by Dan Capuano at 7:00 pm

1. Review and acceptance of minutes of September 21st meeting  
*Correct references to the 2019 "audit" to "financial review". Motion to accept the report by D. Marion Katz and seconded by M. Shatynski. Approved unanimously.*
2. Treasurer's Report – October 2020  
*Reviewed the Treasurer's Report. Motion to accept the report by P. Scilipoti and seconded by D. Marion Katz. Approved unanimously.*
3. Director's Report – October 2020  
*J Burke updated the Board on his meetings with Supervisor Barber and the Knox Town Board re: the 2021 Budget.*
4. Committee Reports:
  - Personnel – did not meet
  - Program – did not meet
  - Building –
    - i. Paul has spoken to a few roofers about fixing roof slates.
    - ii. Paul painted trim board around the library. It looks great!
    - iii. John Dewey was in to do maintenance work on the HVAC system and replace filters.
    - iv. We are also waiting for an arborist to do work to re-center the chimney cap, which should happen in November

- Finance –
  - i. Finance Committee decided to remain with TB Byxbee rather than switching auditing firms
  - ii. P. Scilipoti will be trained to take over the bank deposits as our new Asst. Treasurer.
  - iii. Joe noted that Knox Supervisor Lefkaditis mentioned the possibility of our doing an internal audit rather than using an outside firm. D. Capuano replied that he felt that audits and financial reviews should remain as an outside function, D. Marion Katz agreeing.
- Policy – did not meet
- Long Range Planning (LRP) – did not meet

#### 5. Old Business

- a. J. Burke updated the board on the status of the fundraising appeal letter. He will send out his most recent draft for Board review, and hopes to have it out in mid-November.
- b. J. Burke continues to plan for a May event at the Altamont Fairgrounds, but is increasingly unsure that such an event will be allowed. D. Capuano suggested forgoing the event this year. K. Barker and P. Scilipoti recommended considering a GoFundMe campaign. D. Marion Katz suggested a series of smaller events throughout the year in 2021. D. Marion Katz suggested looking into tabling at the Guilderland Farmers Market.

#### 6. New Business

##### a. Nominating Committee

*D. Capuano volunteered to serve as the sole member of the Nominating Committee and will be communicating with each Board member individually. J. Burke noted that no board members are scheduled to leave the board in 2021.*

##### b. New Members

*D. Capuano asks Board members to reach out to friends and neighbors about joining the Board.*

7. Adjournment – Motion at 8:14 pm by D. Marion Katz and seconded by M. Shatynski.

*Next meeting of the Board of Trustees Nov 16th, 2020 on Zoom*