



**BOARD OF TRUSTEES  
In Person MEETING  
Sept 19, 2022, 7 p.m.**

Present: Director Joseph Burke, President Deborah Marion-Katz,  
Vice President Shannon Duerr, Amanda Beedle, Melanie Shatynski, Rachel Lane,  
Christine Carpenter, Katherine Nelson, Tracy Mayer

Absent: Katie Barker, Jason Cooper, Paul Scilopti

1. The meeting was called to order by Deborah Marion-Katz at 7:09 pm.
2. Review and acceptance of minutes of Aug 2022 meeting  
*Motion to accept the meeting minutes by Shannon Duerr and  
seconded by Amanda Beedle. Accepted by the board.*
3. Treasurer's Report – Aug 2022  
*Motion to accept the Aug 2022 Treasurer's Report by Katherine  
Nelson and seconded by Shannon Duerr. Accepted by the board.*
4. Director's Report – Sept 2022  
*Reviewed the Directors Report with Joe Burke.*
  - *Circulation numbers are good and in line with the numbers  
from 2019.*
  - *Lights have been updated to the new LED light bulbs.*
  - *New employee Bradley Towle is starting this week.*
  - *Altamont Fall Fun Day is Saturday. The Library will be  
collecting stories and there will be a visiting mural on display.*
  - *NYLA conference is Wednesday, November 2nd to Saturday,  
November 5<sup>th</sup>.*
  - *Masking policy will change from mandatory to recommended  
in early Oct.*
5. Committee Reports:
  - Building – Did not meet.
    - i. The LED lighting replacement is complete! Due to that  
the fire system is in test mode and will need to get  
readjusted by the company.

- ii. There is a goal to get the outside of the library washed before the winter.
- Finance – Met for the financial reports.
  - i. Financial Review – The Financial Committee had a presentation from TM Byxbee. Recommendation was to have an audit every 3 years with a financial review on the intervening years. Nomination to accept the 2021 Financial Review and the 990 Tax form by Deborah Marion-Katz and seconded by Christine Carpenter. Accepted by the board.
  - ii. Reviewed the budget with the modification explained. Nomination to accept the 2022 budget by Deborah Marion-Katz and seconded by Tracy Mayer. Accepted by the board with Amanda Beedle abstaining.
- Sustainability
  - i. Long Range Planning –
    1. Meeting with the library trustees at the ARC on Oct 12<sup>th</sup> at 7pm to discuss the long range plan goal setting. There will be access to a google doc to review the data coming out before.
    2. Sending out surveys to former and current staff members for feedback. There are enough stakeholders to get more information from that might push the formal adoption of the LRP into early 2023.
    3. Met with diversity coordinator from Guilderland to talk about diversity as a board of trustees and as a library.
- Personnel – Discussed adding staff member in Director Report.
- Policy – Did not meet
- Program – Did not meet
- Nominating Committee – will be voted for in October Board meeting
  - i. President – Deborah Marion-Katz
  - ii. Vice President – Shannon Duerr
  - iii. Treasurer – Tracy Mayer
  - iv. Assistant Treasurer - Paul Scilopti
  - v. Secretary - Katherine Nelson

6. Old Business

7. New Business

Adjournment – Motion at 8:57 pm by Deborah Marion-Katz and seconded by  
Melanie Shatynski.

*Next meeting of the Board of Trustees at 7pm on October 17<sup>th</sup>, 2022*