**Fort Hunter Free Library Board of Trustees**

**Monthly Board Meeting Minutes**

**March 18, 2024**

The regular monthly meeting of the Board of Trustees Fort Hunter Free Library was called to order at 6:24 pm by President Beverly Osborne. Members present were Stacey Delaney, Ava Douglass, Linda Dufel, Glenda Eager, Sue Nacco, Beth Osborne, Lynn Otto, Kara Travis.

**Secretary Report:**

Minutes from the February, 2024 had been emailed prior to the meeting. One correction, changing Lynn Otto from “excused” to “present” needed to be made. Minutes will be adjusted to make the necessary correction.

Motion to approve, as corrected: Lynn Otto, Stacey Delaney.

Motion Carried.

**Treasurer’s Report:**

Treasurer’s Report was emailed prior to the meeting. Highlights: $5,000.00 was transferred to the Building Fund from the Fidelity account; $5,000 was reinvested into a CD account; we received $2,500.00 from the CTW Foundation grant; $155.90 from the Hannaford bag program; $75.00 was taken in from bottle deposits; web domain was renewed; completed the Financial Audit and finished the Annual Report Financials. Kara is beginning the new process of verifying credit card charges.

Treasurer’s Report has been filed for audit.

**Old Business:**

The retirement party for Barb Lampkin has been put on hold until Barb has had her surgery and is healed.

The Burnt Hills Melody Makers will be performing on Saturday, May 18, 6-9 pm. Stewart’s is donating water, juice, and donuts. The library has one sponsor for $400, and Precision Valve and Automation of Clifton Park have agreed to also be a sponsor. We will be paying the band $1,000 and are hoping that with sponsors and the free will offering we will be able to cover the entire cost.

Cyber Security: Schenectady County Public Library is leaving Joint Automation, the IT service agreement with MVLS and SALS. Currently, SCPL leaving won’t affect our fees with JA, as the current fees have been contracted through 2025. There may be changes to our fees after that, and we will discuss options when we know. We are continuing to look into cyber security insurance for the library.

Payroll Service: We are looking into different payroll services to remove that task from Kara. Currently reviewing ADP, Gusto and Square.

**New Business:**

The updated Code of Conduct Policies were reviewed. A motion to approve the new Code of Conduct policy was made by Glenda Eager and seconded by Sue Nacco. There was no further discussion. All in favor, the Code of Conduct policy was accepted.

The Volunteer Policy is still in progress. Discussion involved doing background checks, what kind of background checks, and who should have background checks performed. It was suggested that everyone (all Board members, staff, and volunteers) should have a sexual offender background check. Board officers and staff should have a criminal background check as well, since staff and officers have the opportunity to handle money and finances. The question of who will see the report was brought up. Consensus was that the Board President and the HR committee would be the only ones. Lynn Otto volunteered to be a member of the HR committee. Kara said that the Montgomery County Sheriff, Jeff Smith, had previously offered to help us with these checks. She will follow up with him.

**Director’s Report:**

The Directors Report was emailed prior to the meeting.

Trustee Book Choice for April will be Glenda Eager.

The next meeting will be held on Thursday, April 11.

Linda made motion to adjourn the meeting.

Glenda seconded.

Meeting closed at 7:25 pm.

Respectfully submitted,

Beth Osborne, Secretary