Minutes for Cambridge Public Library Board of Trustees

**Meeting April 21, 2023 Held at 4:00 in Library**

**Attendees:** Becca Flynn, Gerry Preece, Sue Sawyer, Bob Odess, Christina Becker, Monica Ravreby, Mary Laedlein **Absent**: Ken Gottry

**Minutes:** Motion to accept MR, seconded by BF, motion passed

**Treasurer’s Report**: BO reported that money was transferred from savings to checking. It was suggested to ask the village for the carryover fund. They have a ledger entry of $25,000. CB and BO will go to Les and ask for a transfer check to be written to the surveyor ($3,000). Motion to proceed made by ML, seconded by SS, motion passed.

**New Business/Old Business**

**Building Committee Update:** The status of the surveyor is unclear. Paul Mays is waiting to hear from the surveyor before scheduling the next meeting. The State has assigned a consultant to the Owlkill Commons Projects for the NYForward Grant. CB will be required to be on the community planning committee with monthly meetings over the next 6-7 months. NY State has a Training Seminar planned for later in the month. Hannah Stevens and her two brothers met with BO and CB to discuss a possible donation toward the building project.

**SALS Annual Meeting**: May 16 at the Excelsior Club in Saratoga. Trustees will be in attendance.

**Library Budget Vote:** May 16 @ CCS \*(passed) – ML note

**Construction Grant**: The final report for $5,000 received from SALS last year was submitted to Pamela DelSignore at SALS.

**Cleaner**: Discussion about the number of hours needed and used. ML will bring the agreed-on hours from the May 2022 minutes to the May 23, 2023 meeting.

**Post Star**: There has been no delivery. Would digital be an option? Decision to cancel the paper copy.

**Staff Computers**: $2,100 approx. (SALS) to replace with a five-year replacement plan. Converter cables (HDMI) will need to be purchased to use our existing monitors.

**Copy Machine**: Fixed for now.

**Accident Report**: The volunteer who fell in the library is not seriously injured but did seek medical care. She may have a mild concussion and whiplash in her neck. She was prescribed some muscle relaxers. All of this was covered by her personal insurance with no copay. A chiropractor may be needed, which would result in a co-pay. This would be taken care of by the library.

 The bigger issue is how to safeguard the library and village from potential lawsuits. There is not a clear policy of a waiver currently for volunteers. Sara Dallas worked with CB to put together some basic policies, volunteer waivers and other resources. There will need to be an alignment with the Village to clarify how to proceed with a claim, should it be necessary.

 The Safety Policy will be discussed at the May meeting. Motion to accept the waiver form as it stands was made by ML, seconded by BF, and passed.

 Carmen would like to set up a meeting to discuss some of these things so that the Village and the Library can have a clear and cohesive understanding of where rights and responsibilities lie.

**Programming**: Bella will be helping with programming and press releases. CB will bring a job description, along with the number of hours involved, to the next meeting. This position will provide a stipend or “gift” for work. The Friends of the Library can help with the stipend.

**Program Updates:**

 Pop Up-Lunches remain the same except for May, that has been rescheduled to 5/18/24.

 Marion Watkins “Steps to Financial Freedom” will be held on May 24th at 6:00.

Seed Library – Seeds are sorted, labeled, and stored in the old card catalog (which will eventually be repositioned). A plot in the Community Garden will be available next year. A Grow a Row program will be available to encourage people to grow a few vegetables that could be donated to the Farm-2-Library Program. Bliss will be reaching out to CB to confirm this concept.

**Next Meeting: Tuesday, May 23 at 4:00**

Motion to adjourn, made by MR, seconded by BF. Passed.

Respectfully submitted,

Mary Laedlein