**Minutes for Cambridge Public Library Board of Trustees**

**Meeting October 17, 2023, 9 A.M.**

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

**Minutes:** KG moved to accept the minutes as amended, MR seconded, and the motion passed.

**Treasurer’s Report:** BO reported that he is waiting to hear from Steve Hallock about the library money from the Village; a meeting has been requested. There is a pending deadline for the Village to close the books by 10/19. The money from the Village ($25,041) should come to us in May.

A donation was made to the library from Phantom Labs.

There was discussion that the Village take over the paying of Donna Christian. BF made a motion, KG seconded, and the motion passed.

**Building Project:** State Library Construction Grant has passed through SALS and on to DLD. The DLD contact is Julie Maxwell.

Paul is beginning to line up engineers and construction bids will go out in the spring. There is still time to fundraise. In addition, Sarah Ashton and the partnership may be applying for a larger Stewart’s Holiday Match Grant.

Discussion took place and it was decided that we need to sign a contract with Mays. Paul Mays is putting together final drawings for making bids. KG made a motion to accept a $36,500 bill from Mays for the implementation of the Reading Room Addition (this is considered “soft costs” and cannot be funded through State Grant) and pay as billed in installments of $3,000. BO seconded, and the motion passed.

**NY Forward Grant Update:** NY Forward process is looking positive. The next meeting is 10/24 to vote on projects to be submitted to the State. The library proposal will be submitted in two phases for better consideration. Phase II would promote a priority for community space, accessibility & programing.

**Director’s Report**: Volunteer forms are available, and many have been turned in. A motion was made by KG to approve the volunteer policy as written and have it added to the policies. MR seconded, and the motion was passed.

A motion was made by SS to accept the employee evaluation form and place it in the policy binder. KG seconded, and the motion passed.

CB shared that many directors are restructuring personnel policies, including roles and responsibilities. KG suggested clearing explaining to employees what the expectations are beginning in January 2024. CB has been encouraging staff to take initiative in accomplishing tasks.

It was agreed that the Trustees’ meeting with the staff was positive and improved communication. The decision was made to have this become an annual event because the roles of the staff are important.

CB shared that LeAnne O’Neill was a volunteer who has become a new paid staff member. LeAnne comes with skills that CB noted will add to the functioning of the library.

KG reminded us that 2026 will be the 126th Anniversary of the Cambridge Public Library, and that we should look forward to putting together a plan.

The Ice Cream Social on Sept. 9 was well attended and offered opportunities to update the community on the library expansion and programming.

**NEXT MEETING: Tuesday, December 5, 2023 at 9A.M.**

Respectfully Submitted,

Mary Laedlein