

**Cambridge Public Library Board of Trustees Meeting**  
**January 16, 2024**

**Attendees:** Sue Sawyer, Becca Flynn, Bob Odess, Ken Gottry, Carmen Bogle and Monica Ravreby

**Absent:** Mary Laedlein, Gerry Preece

**Approval of minutes** from December 5, 2023 so moved by Ken Gottry and seconded by Sue Sawyer

**Treasure's Report:** Report received and reviewed, motion to accept by Ken Gottry and seconded by Becca Flynn

**Financial Updates:** Mayor Carmen Bogle clarified our ongoing "mystery" surplus fund balance. In short, she recites that there is actually no surplus funds due to the fact that the "surplus" amount is used to cover library expenses incurred during the gap from the time funds from the school budget are allocated and deposited. (May-December). Our next treasurer's report will need to reflect the elimination of this line item. We also requested monthly/yearly account printouts from Steve( village treasurer)

Brief discussion of village and library finances with questions raised by Carmen regarding our building project ie: liabilities, ultimate financial responsibility if library unable to meet its financial obligations, which led to discussion of the possibility of changing our charter for funding purposes including the prospect of exploring a feasibility study in the future. Bob has a 1/19/24 meeting scheduled with the Village treasurer and will update us at next meeting

Motion was made by Sue Sawyer to increase school budget appropriation to 75,000 and seconded by Ken Gottry and all in favor

**New Business:** Trustee training meeting with Erica and Sarah postponed and new date tbd

**Discussion re:** trustee webinars pertaining to building projects were had and one of the main objectives for us was to hire a project manager. Consensus to meet for future webinars as a group was also agreed upon

**Discussion re:** the possibility of purchasing a new Printer/Fax machine was had and Christina will apply for a grant to cover cost

**Building Project:** Paul will meet with us on 1/18/24 to update us and give information on bidding process

**Directors Report:**

Building Project Updates:

- Meeting set with Paul on 1/19 at 10 AM - We have two invoices from the Implementation Contract that are due to be paid.
- State Vendor ID has been issued by State Comptroller Office - next step is registering with SAM (will not hold up grant at all)
- Grant has been sent to DASNY (yay, another agency cleared)
- Was able to add the "soft costs" to our overall grant amount. No guarantee that the State will approve funding of those costs, but there is a good chance.
- CB is planning to apply for SALS Construction Grant to help pay for updated copy/fax/scan machine and subsequent upgrades to our wiring systems

Long Range Plan Updates:

- Survey responses have been reviewed and compiled. (attaching a spreadsheet with basic info)
- Working feverishly to have new Plan drafted for our meeting on Tuesday

Staff and Volunteer Updates:

- All Staff members received an explanation of their position roles and responsibilities as well as self-evaluation sheets this week.
- CB will be meeting with each Staff member individually over the next few weeks to review their evaluations and set goals for their performance with a 6 month review window.
- CB is setting up meetings with volunteer applicants to begin integrating them into staffing schedules and reduce overall payroll costs
- Have not seen Donna to discuss cleaning cutbacks, but will make sure to do so by end of month
- Isabella Dill has worked out with her benefactor for school that she cannot make ends meet without earning some money from an actual job - is hoping we can give her a few hours here and there for the next few months

**Friends of Library Fundraising:**

- Ken, CB, and Kathy Duhon will be meeting this week to wrap up the newsletter/fundraising page/newsletter sign up etc.
- Sarah Ashton is setting up a time to wrap up work on corporate fundraising pamphlet

**Misc: Program** updates given and annual report is being prepared.

Directors evaluation will be done in executive session and date tbd..trustee evaluations will be procured

**Thank You** notes acknowledged

Meeting adjourned @10:10

Next meeting:February 27, 2024 @9:00

Respectfully submitted by: Monica Ravreby