Hurley Library Board of Trustees Meeting
11/2/2023 submitted by Joan Hess

Present Sue Dugan, Heather Blakely, Tracy Priest, Suzanne Campise, Mary Curcio,
Kathy Longendyke, Diana Cline, Ashley Davidock and Joan Hess (staff/recording
secretary)

Excused Arlene Ryan

Called to order at 6:34 PM
Motion to accept October 5, 2023 minutes made by Diana, Mary seconded it, motion
passed.

Corresponding Secretary Sent thank you notes to Friends of the Hurley Library group
for their $134 donation and also to Mary and Tim for $75 donation. Will be sent to Big
Al for cutting the limb of a large Walnut tree that fell.

Treasurer’s Report will attach
Did yearly tax cap report
As of October 77.1% of the budget was spent.
The Kingston School grant usually arrives in December
Expecting a $1100 reimbursement from the Town toward bus trip, chair yoga and
Nourishing Soup Workshop
Ashley made a motion to accept the Treasurer’s report, Diana seconded it, and the
motion passed unanimously.
Kathy made a motion to accept the Warrant List, Mary seconded it, and the motion
passed unanimously.
Ashley made a motion to accept Financial Reports, Sue Dugan seconded it, motion
passed unanimously.

Director’s Report
Tracy would like to lessen the amount of money that is taken from savings.
Would like to do a staff development day(unsure of date). May potentially close for a few
hours a day, do it in conjunction with West Hurley, and include all staff.
Tracy will send a link to all trustees to complete sexual harassment training.
Tracy is going to complete going through library policies and update certain policies
including unattended minors
Discussion of how paid time off works within the Civil service system in relation to length
of service.
Edit to include personnel-challenged materials and include programs.

The oath of offices will be signed on December 7, 2023.
**Election Update** Budget passed. A discussion was raised due to a resident expressing that they did not know about the vote and were having difficulty with the fact the budget passed only receiving 19 votes. Board members discussed ways the community could be made aware of the vote. It is currently posted in Newspapers, posted in the local Stewart’s and at the Hurley Town Hall.

**Finance committee** Nothing to report

**Facilities Committee** Office window casing was repaired.

Will revisit the discussion of the reduction of hours after December 2023.

**New Business** Action item, Vote to transfer the following funds for year-end bills from savings to checking

- $21,000 mortgage
- $ 5,500 insurance
- $15,000 for November and December expenses.

Diana made a motion to **transfer funds**, Kathy seconded it, motion passed unanimously.

The library has been looking to find a Bookkeeper with experience working with libraries. We currently use Ulster Savings and with our GM used for payroll, we are over budget.

Tracy would like to switch and use WZ Accountants. They would charge us $475 per month which is $4900 for the year and that includes 6 hours of consulting.

They will provide many services that will help us.

Diana made a motion to **switch firms to Woodworth and Zolniak Accountants**, Kathy seconded it, motion passed unanimously.

**The Old Business** Library has been going back and forth with HHS about the parking lot. Will put a sign up and HHS will assign a person to manage parking.

-Discussed different things to add lighting to the lot because it is very difficult to see at night. Potentially use timed lights for 4 hours. The library will obtain an insurance rider from HHS.

The Halloween party was very successful.

The board needs to secure a new trustee to maintain a minimum number on the board.

The FOHL fundraiser with the Psychic went well, it made $140.

Thinking about a Holiday gift for staff??

The next meeting is December 7, 2023, at 6:30 PM

Kathy made a **motion to adjourn**, Mary seconded it, and adjourned 8:15 PM