

**Daniel Pierce Library
Board of Trustees Meeting
March 22, 2023**

A meeting of the Trustees of the Daniel Pierce Library was called to order at 7:00PM with President Mari Martin presiding. Trustees present were Mike Schiffer, Leanore Egan, Patricia Doogan, Cathy Coombe, Kate Kelly, David Schneyer, Robert Eddings. Also present were Mikki Greene and Cathy Russo.

Guest presentation: Dwight Coombe from Sprague & Killeen Inc, agency representing the DPL property and casualty insurance policy, addressed the Board regarding policy updates. DPL has Directors and Officers coverage with Selective Insurance. Utica National policy is a package that covers the property, general liability, employee benefit program liability, employee related practice liability and crime. He also addressed questions from the board.

Public Comments: None

Secretary's Report: The minutes of the February meeting were reviewed and approved as read. Motion carried.

Correspondence: No correspondence.

Financial Reports: Cathy Russo presented the financial reports for February. It was noted that a portion of the 2022 tax levy was moved to a TD Ameritrade account and allocated to various high yield CDs to mature at appropriate times through the year. There was discussion to transfer the funds previously allocated to the Foxcroft Village project to a high yield CDs. Cathy Russo noted a large expense from the purchase of a new 20x30 book sale tent. Donations had been made to help cover the cost. DPL has paid the first installment of the RCLS Inter-Library Services fee and RCLS IT Fee. It was moved by Cathy Coombe to approve the reports as presented. Second by Kate Kelly. Motion carried.

Directors Report: Mikki Greene presented the Director's report for February into March. In addition to the written report, she noted that the new tech company was here today to work on certain aspects of our responsibilities under the RCLS IT Services contract. She also discussed the need to contract with a new pest control company. Buck Environmental Solutions LLC submitted a proposal that will be accepted.

Old Business: DJ Heating installed the sensors on Heat Pump #8 and #10.

There was discussion on the 125th anniversary of the Library and possible events and fund raising activities that could be held throughout the year. It was agreed to create a committee and meet soon to discuss the project.

Mikki reported that \$1701.75 was raised from the Mardi Gras Donut Day fund raiser.

New Business: The Board reviewed the revised line item budget for 2024. Moved to approve by Pat Doogan, seconded by Kate Kelly. Motion carried.

DPL Bylaws were reviewed as amended. Article Eight stipulates the number of Trustees. It was moved by Leanore Egan and seconded by Dave Schneyer to approve the Bylaws as presented. Motion carried.

Committee Updates: The committee to recognize donors to the DPL addition discussed the developing plans. The concept is changing to create a beautiful glossy commemorative booklet highlighting donors and their contributions, and mailing it to each person with a personal letter. An appreciation reception will be held in the summer of 2024.

Community Outreach Exercise: Strengths Weaknesses, Opportunities and Threats (SWOT): Bob Eddings introduced a strategy to collect information from key people in the community, including leaders, patrons, etc about what they think are important services of the library, and what they would like to have added. It is intended to be an information gathering and brainstorming exercise. Two dates with two groups will be planned. The two dates proposed are May 15 and May 24. The information obtained will be used to develop near and long-range plans. Mari Martin and Bob Eddings will develop the invitation and program agenda to be used.

It was moved by Kate and seconded by Leanore to adjourn the meeting. Meeting adjourned at 8:35pm.

Respectfully submitted,

Catherine Coombe,

Recording Secretary