



Meeting Minutes 3/16/2023 - Draft

In Attendance - Dean Gallea, Chairperson; David Neilsen, Vice-Chair; Mary Drake, Treasurer; Diane Tasca, Trustee; Vanina Schick, Trustee; Jessica Pacciotti, Library Director; Regina Butcher, Staff Assistant; Thomas Mitchell, Village of Tarrytown Board Liaison. Excused absence - Alex Chambers, Tina Valenti

Chairperson Dean Gallea called the meeting to order at 6:31pm

The minutes from the February meeting were presented and read. Mary Drake made the motion to approve the minutes, the motion was seconded by Diane Tasca. The motion passed unanimously. There were no public comments.

The vouchers for February were presented. Dean Gallea made a motion to approve the vouchers as presented. Vanina Schick seconded the motion. The motion passed unanimously. The annual budget was reviewed.

Director Pacciotti presented her monthly report. The director's report is on file.

In old business the 2023-24 budget was presented with updated numbers for the board's review. The second item of old business was the Letter of Engagement from the Law Offices of Stephanie Cole Adams. There was some discussion of current legal questions that will be addressed in this audit. Mary Drake made the motion to accept the letter of engagement, the motion was seconded by David Neilsen. The motion passed unanimously.

In new business discussion of the current lighting project finances was addressed. It was unclear if the board intended the remainder of the reference lighting project after the state grant to be paid through the trustee fund or the fund balance. It was determined the project should be paid through the fund balance. The board resolved that the remaining funds for the project would be transferred from the fund balance account to cover the final portion of the lighting project with the understanding that the final 10% of the state grant will reimburse a portion of the money taken from the fund balance when received.

The second order of new business was the upcoming lighting project in the children's room, which will be combined with a project to reinsulate the HVAC piping to avoid sweating. Director Pacciotti expounded on the timelines and the options available for

funding the two projects. It was determined that both projects are ready to go to bid. Director Pacciotti will coordinate with the Village of Tarrytown to publicly post these projects for bid. The third item for new business was the 2022 NYS annual report. Trustees were given copies to review with the intention of voting to approve at the April board meeting. A reminder was given that trustee training, a question on the report, as of 2023 is a legal requirement. There was also some discussion of trustees whose terms will be ending in 2023. The final item for new business was a review of five calendar and room reservation software companies that have provided bids to create a programming calendar on our website. The board will review this information for the April meeting.

Diane Tasca made a motion to adjourn. The motion was seconded by Mary Drake and passed unanimously. The meeting was adjourned at 8:21pm.

Respectfully submitted,
Jessica Pacciotti
Library Director

Approved by Board xx/xx/xxxx