

# Patterson Trustee meeting

November 14, 2024 7:00 PM

Present: Pres. J. Johnson, T. Roots, B. Kittle, J. Caruso, J. Spann, L. Dunn, S. Rudnicki, M. Rubin, C. Riedesel, C. Thomas, L. Schofield, K. Richmond, sec., Director, M. Hegna

Absent: C. VandeVelde, P. Holt

Pres. J. Johnson called meeting to order at 7:00, beginning the meeting by by toasting our good fortunes for our library good news and personal good news with a bottle of wine for each. Thank you to Jennifer for her leadership through this tough year!

No Public expression

**Minutes** The September minutes were approved as received

**Treasures report:** New format for trustee reports was explained. Capital fund - \$40,000 came before we had the chance to cancel. Discussion of Kappler Fund restriction. 2025 draw allowance will be \$174,000

**Directors report:** M. Hegna elaborated on report received.

## Committee Reports

- **BUILDING AND GROUNDS**

- S. Rudnicki elaborated on report received
- Fall clean-up
- Floor refinishing on 1st floor. Gallery and hall area outside of gallery is a possibility for future consideration.
- Main entrance carpet is installed. Stairs will get done after holidays
- Piano has been tuned, bench taken by tuner and will be determine if it can be fixed or replaced

- Elevator phone – no answer
- **LONG RANGE PLANNING**
  - About half of policy work will be finished and reported next meeting
- **PERSONNEL**
  - Committee has worked on job description for new clerk and listing has been posted. Megan has received 7 applications to date.
  - Performance review completed for M. Hegna. Very positive and productive.

## **Unfinished business**

- Pres. Johnson called for executive session to discuss Jones Estate. No action taken at this time.
- Branding Project – ad hoc committee – J. Caruso, L. Dunn, J. Spann, P. Holt, C. Thomas will join J. Johnson Dec. 4 to review 4 proposals received and set up meetings w each company.
- Harter Room Storage – discussion with C. Herbst, she would like to work on papers to assure all have been digitized.

## **NEW BUSINESS**

- Budget – Motion by T. Roets to approve budget as received, 2nd by C. Riedesel. Discussion, approved.
- 2025 Dates and Closures Discussion, Motion by J. Caruso to accept dates as received with the exception of July 5th, 2nd by B. Kittle, approved
- Annual report overall very attractive and well received. J. Johnson had a couple small tweaks, and suggested Patterson Society members should be listed. Moved by B. Kittle to accept annual report w small additions, 2nd by M. Rubin, approved.
- Personnel resignation Moved by J. Caruso to accept with regrets the resignation of Rebecca Snyder, 2nd by T. Roets. Approved with best wishes for Rebecca.
- **POLICIES FOR VOTE**
  - Emergency Planning

- Programming
- Records Retention - discussion of wording correction under Archives: replace “purging” with “disposition”

Motion by J. Caruso, 2nd by B. Kittle to accept all mentioned policies w correction as discussed, approved.

**CCHS Portrait Loan** - Motion to extent portrait loan from CCHS as requested by L. Dunn, 2nd by M. Rubin, approved.

NO Public Expression

PSAnnouncements -

J. Spann’s Voice students will be performing in Reading Room @ 2:00, Nov. 23.

It’s a Wonderful Life will be presented by LSCFTA on Dec 7 & 8.

**ADJOURNED**- meeting adjourned @ 8:36 pm.

Respectfully submitted,

Kathryn Richmond