

## Minutes 3-19-18

Present: Denise Littlejohn, Kathy Kirk, Lisa Semenza, Doug Hastings, Ron Buxenbaum, Kathy Button

Absent: Nancy Hart, Betsy Donald

Minutes from February meeting:

- Discussed these changes
  - The 2nd book drop is not inside the Emily Howland but has been left in place outside the building.
  - The book drop at Hazard Library is not yet at porch level but resides a step down from this level in the front.
- **The Minutes were accepted as amended. Kathy Button moved, Ron seconded. Unanimous approval.**

Announcements:

- Steve Moolin, of the Aurora library, was unable to attend the meeting. Nancy will set up another time for him to come speak to the Board.

Librarian's Report:

- There have been many participants in the winter reading programs.
- The adult program at the Genoa Historical Assn., "Heritage Quest," went on as planned when Lisa stepped in for the program leader who couldn't make it because of the weather.
- We will not receive anything back from e-rate this year.
- Lisa was unable to attend "Advocacy Day" in Albany but many others represented our libraries. People can still write letters, which should be addressed to Governor Cuomo. Most of our local legislators are in favor of maintaining or increasing library funding in the State Budget. It is the Governor who seems to be holding up its approval.
- Lisa and Linda are starting to organize the Summer Reading Program. This year's theme is "Libraries Rock" (as in rock-and-roll). The ukelele program will be offered again this summer and fits perfectly with this topic.
- New minimum standards for the library system will go into effect in August.
  - One new requirement is for Trustees to spend 3 hours per person per year in training. This could include webinars, Lisa leading a class, perhaps one going over the policy manual, or other training offerings through the library system.
  - New handbooks will come out this year.

- By-laws and policies should be reviewed every 3-5 years
- Lisa and Linda will need yearly technology training
- Financial concerns:
  - Lisa sent a letter to Pam Helming requesting money for our basement access project. It may be June before we hear back.
  - If state funding is cut, our library system may lose up to \$75,000. System leaders are proactively looking into ways to reduce spending without cutting FLLS personnel. One idea is that patrons will be charged for the use of WorldCat which costs the library system about \$25/book (!)
- The author presentations by Jeff Mack, who was sponsored the Rosen Grant funds, went very well. He engaged students and adults of all ages.
- Lisa asked about the shades being hung on the back windows. Doug offered to hang them. Thanks, Doug!
- Labor Law Posters: Lisa prefers a small poster, that could fit on the side of a cupboard, that lists “Employee Rights” and includes updated minimum wage information. The library is too small for a large poster like the one displayed in the Aurora Library, and the calendar that was ordered and received. (Laura will return this-- thanks!) Laura thought she might have something that would work, from workman’s comp.
- Every spring FALCONS buys computers in bulk for the libraries in the system. We should think about how/when to replace our computers. They do not need to be swapped out immediately, but it is wise to develop a plan for their eventual replacement.

#### Treasurer’s Report:

- Laura has worked hard to streamline her reporting system, not only for our immediate use, but as an easier system to hand over to future Treasurers. This report coincides with the budget to show where we are each month. The Google spreadsheet is shared and shows up-to-date income and expenses.
- Income is recorded in Quickbooks and then deposited
- Lisa is managing day to day expenses, writing checks, and entering this information in the proper categories within Quickbooks.
- Laura maintains the files of income and expenditures, deposits money, and reconciles the accounts. She is also in charge of payroll, insurance, and investments.
- Investment information from Pinnacle Investments is not yet reconciled in Quickbooks for 2018.
- There were no major debits or credits in February.

- All of the information has been submitted for increasing the tax cap limit for the May school vote. We will need funding if the state makes funding cuts and if we are allowed to expand into the Post Office space.
  - Information needs to be prepared for the Annual Report in advance of the school board meeting, where Laura and Denise will present their proposal for the tax cap increase. The report to the school board should reflect only our operating expenses, not the programs that are grant funded, as these are “self-sufficient” in terms of the budget. (They wouldn’t exist without the grants, they are fully covered by the grants.) Lisa and Laura will prepare the report this week. In addition to presenting the Annual Report, Laura and Denise will explain that we have updated the budget.
- We discussed the different ways funding comes to us through the state. State aid is administered through the library system; “bullet money” is distributed directly to the library by Senator Helming (and previously by Senator Nozzolio) for specific purposes.
- We might also be able to look into a construction grant for the basement renovations.
- **Ron moved to accept the Treasurer’s Report, Doug seconded the motion. Accepted unanimously.**

#### Basement Access/ Building Projects:

- In researching this project, and trying to get quotes, Ron and Doug are a bit frustrated by the lack of response from contractors to their inquiries. However, Doug says that JCCM Construction is supposed to get back to him soon.
- Ron proposed that he ask Simkins about the possibility of leasing their outbuilding, located west of the library, for the sorting and storage of books. We decided it is worth gathering this information.
- Ron and Doug went into the Post Office space and can visualize possibilities for that space. We have to continue to provide a secure space for the Post Office business to continue its current offerings, but they are not utilizing the entire space there. Doug is getting nowhere with the leasing service recommended by Rich Harrison. **We approved having an architect look at the space to see if both uses (PO and library) can be accommodated within the parameters set by the USPS. Kathy B moved, Kathy K seconded, all approved.**
- **We also approved giving Doug and Ron the authority to explore opportunities for expanding our space by talking with the Simkins about the land and buildings adjacent to the library. Doug moved, Kathy K. seconded, all approved.**

- The library has tremendous community support and with a plan, we likely could raise money to improve and expand our space. With expanded space, we should also increase our hours of service as well as, perhaps, our chartered service area. All of these are points for later discussion.

#### New Business:

- Annual Meeting
  - Brochure:
    - Lisa will do the updates. Denise offered to help with the first part and Laura will do the financial part. The document is currently in Microsoft Office Publisher.
    - We will use buff paper and the color printer in the library to print out the brochures.
    - Lisa will have this done by Saturday, March 18.
  - Officers
    - Nancy Hart will take over as President when Denise retires at the Annual Meeting after 6 years of service. Thank you, Denise! (And Nancy!)
    - Will Betsy Donald consider being Secretary?
    - Ken Knight will think about rejoining the Board.
  - Plans
    - Presenter: Guy Garnsey, Topic: Opendore
    - The meeting will begin at 7 pm. We will conduct the business aspect of our meeting first, and then have the presentation. Lisa can get into the Meeting House so we don't need to track down a key(!).
    - Refreshments:
      - We have napkins. Kathy B. will contribute small plates, cups for hot and cold drinks, and spoons or stirrers.
      - Lisa has a Keuring, and packets of sugar. Laura will contribute milk or cream for coffee, Doug will bring donuts, Denise will make cookies or brownies, and Kathy K. will bring lemonade.

#### Librarian Evaluation:

- The subcommittee met and came up with an evaluation as well as suggestions for its implementation. In order to give people more time to process the information, we decided to make it all available online. Lisa will send the description of the Library Director's responsibilities and Denise will send the

evaluation form and other notes. People should read, evaluate, and discuss the recommendations, after which we will vote online as to whether to alter, approve, or oppose them.

The meeting adjourned at 8:48 pm. The next meeting will be the Annual Meeting held at the Poplar Ridge Meeting House at 7 pm on Monday, April 9, 2018.

Respectfully submitted,  
Kathleen Button