

LAMONT MEMORIAL FREE LIBRARY

MINUTES FOR 03/20/2023

In-Person Board Meeting: 6:30 p.m.

Roll Call

Present: Christine Buerkle, Maryalice Griffin, Colleen Rynders, Page Anderson, Melanie Field, Heather Cobb, Director.

Absent: Rosann Morey

Meeting started at 6:30 PM

Approval of Meeting Minutes:

Minutes for January were reviewed. Motion to approve: Maryalice, seconded by Colleen. Approved.

Financial Report:

★ **Profit & Loss report & Transaction report:**

- We received \$100.00 from the McGraw Historical Society for their use of the copier in 2022.
- We received a memorial donation and some late Fall Fund Drive donations.
- The Polaris Contract line on the Profit & Loss report isn't correct. Heather will correct. She paid half of the contract.
- The Endowment had an increase for January and a decrease for February.
- Motion to approve: Melanie, seconded by Maryalice. Approved.

Director's Report:

- ★ Circulation for January was really good. Lower in February but still up from February 2022. Interlibrary loan was up considerably in January.
- ★ Library visits for January and February are up from the same time periods in 2022.
- ★ Internet sessions are down.
- ★ 92 new materials were added for January and 77 in February. 41 of those were from donations.
- ★ We had the regular volunteers (E. Hazel and B. Hallstead) for January and February.
- ★ Programs:
 - Adults: 7 programs for January and 7 for February (9 Knit & Crochet, 2 Senior Social, 2 Book Club and 1 Crafts 'n Creations). The total attendance for these programs was 94.
 - Teen: none

- Children: 5 programs for January and 5 for February. (2 Preschool Storytime - no attendance, 4 Learning Studio, 2 Family Fun and 2 Chess Scapes). The total attendance for these programs was 57.
 - Multi-generational: 1 program in February (3 Library Crawl). The attendance was 52.
 - Non-library programs: there was 1 program in February (VITA tax preparation).
 - Trainings & Meetings: Heather attended the FLLS Director's Meeting in January and February, the FALCONS meeting in February and the Cortland County Directors' meeting in February. All meetings were via Zoom.
- ★ Motion to approve: Chris, seconded by Colleen. Approved.

Unfinished Business:

- ★ **Meeting & Event schedule:** We reviewed the schedule for board meetings and the special events that are planned for this year.
- ★ **By-laws - Trustee Training:** We reviewed the change to the By-laws for the Trustee Education Policy. Motion to approve: Melanie, seconded by Chris. Approved.

New Business:

- ★ **Board of Trustees List:** Heather provided the list of the Board trustees for our review. Heather will update Chris's telephone number and Melanie's email address to reflect current information.
- ★ **Endowment:** Motion was made by Melanie and seconded by Colleen to give all of the trustees and Heather signing authority on the investment management account for Lamont Memorial Free Library at Tompkins Financial Advisors. Motion passed with 0 votes against. We also signed the Resolutions of Corporation, Partnerships & LLCs document for Tompkins Financial Advisors.
- ★ **Bank Account:** Teresa was the second signer for the bank account. Melanie and Maryalice are the signers now. Motion to approve: Chris, seconded by Colleen. Approved.
- ★ **NYS Retirement:** Teresa was the backup to Heather for this. Melanie will be the backup now.
- ★ **Book Sale:** The book sale will be Saturday, June 3 8AM - 2PM. Mary and Chris will work 8-11. Colleen and I will work 11-1. Page will work 1 to the end. We will ask Rosann if she can work with Page.
- ★ **Sexual Harassment Training:** Training is required each year. If you get training through work, that is acceptable. Heather will send the training to Melanie.
- ★ **Balance Sheet report:** Page asked Heather if we can get a Balance Sheet report in addition to our Profit and Loss and Transactions finance reports. Heather will see what she can generate.

There will be no meeting in April. Next meeting will be May 15 at 6:30PM.

Meeting adjourned at 7:18PM

Respectfully submitted by Melanie Field, secretary