

LAMONT MEMORIAL FREE LIBRARY

MINUTES FOR 05/15/2023

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 6:33 PM

Approval of Meeting Minutes:

Minutes for March were reviewed. Motion to approve: Chris, seconded by Maryalice. Approved.

Financial Report:

★ Profit & Loss report & Transaction report & Balance Sheet:

- Heather advised that we need 1 public computer. The cost of \$847.50 will come from the Computer Savings account.
- We received a donation from the McGraw Senior Center. The money the seniors raised was theirs to use when the senior center closed so they gave the money to the library for the Senior Social and Crafts and Creations programs.
- The Endowment had an increase for March and April.
- We reviewed the new Balance sheet report. The Fixed Assets listed on the report were set up through our tax person, John Reagan.
- Motion to approve: Melanie, seconded by Colleen. Approved.

Director's Report:

- ★ Circulation and Interlibrary Loan numbers for March and April were up from February.
- ★ Library visits for March and April were consistent with February and January.
- ★ Internet sessions are still fairly low and down from last year.
- ★ 99 new materials were added in March and 54 in February. 41 of those were from donations.
- ★ Volunteers: B. Halstead continued to volunteer on Thursdays. We also had S. Boice, K. Boice and C. Matlock volunteer for the Senior Social and Z. Thornton, C. Cobb, M. Cobb and A. Ivers working on the preparations for the book sale.
- ★ Programs:
 - Adults: 6 programs for March and 7 for April (7 Knit & Crochet, 2 Senior Social, 2 Book Club and 2 Crafts 'n Creations). The total attendance for these programs in March was 47 and in April was 62.

- Teen: none
- Children: 5 programs for March and 5 for April. (1 Preschool Storytime - no attendance, 4 Learning Studio, 1 Family Fun, 2 Chess Scapes and 2 Lego Challenge). The total attendance for these programs in March was 23 and in April was 27.
- Multi-generational: none.
- Non-library programs: there was 1 program in March (VITA tax preparation). Attendance was 16 and 1 in April (CAC - Child Abuse Prevention) - no attendance.
- Trainings & Meetings: In March Heather attended the following via Zoom: NYSRet - Transition Discussion, NYSRet - Data Mapping, NYSRet - Data Mapping Build, Community Reports 101. Heather and Christa also attended the SR Planning Meeting in Ithaca. In April Heather attended the following meetings via Zoom: FLLS Directors' Meeting, Cortland County Directors' Meeting, NYSRet - Transition Discussion. Also, the Library Board of Trustees attended the McGraw School Board meeting at the McGraw High School. In addition, Maryalice attended a webinar - NYS Trustee Handbook Book Club - The Board Director Relationship.

★ Motion to approve: Colleen, seconded by Page. Approved.

Unfinished Business:

- ★ **Book Sale:** Friday June 2nd and Saturday June 3rd. The last day for book donations to be dropped off at the library is May 20th. The following are scheduled to work on Saturday: Mary and Chris at 8, Colleen and Melanie at 11, Page and Christa at 1. McGraw students will help move the books on June 1st. Heather will talk to some of the ladies about helping to set up and working Friday.
- ★ **Board of Trustees List:** Heather handed out the final list of the board members.

New Business:

- ★ **Reappointment - Melanie Field:** Melanie Field needed to be reappointed to the library board because she hadn't signed the oath of office once her second term started. The board members were all in favor of reappointing Melanie as a trustee. Melanie will go to the Village of McGraw office to sign the oath of office within 30 days.
- ★ **Sexual Harassment Prevention Policy:** We discussed the wording and decided to use the same wording that the State uses instead of using the changes that Heather had added). Approved the policy with the changes. All in favor. Approved.
- ★ **Meeting Representation:** All meetings are open (municipalities, school board, etc) so we can attend any time we would like to attend. We discussed how often we should attend the various meetings. We decided we should attend the school board meeting whenever we ask for a referendum increase. We also should attend the Town of Cortlandville meeting in October or November. Heather advised that she sends the community report to the municipalities each year. FYI - the community report is a state requirement (once a year). Hard copy and online on the website must be available.
- ★ **Programs/Collaboration:** discussed whether we needed to do more programs or collaboration with the McGraw schools. We used to push into an elementary class but it

was decided to not do that anymore. Rebecca Cornell handled library cards at the school for any students that want library cards. We discussed the possibility of attending the open house at the schools in the fall to help raise awareness of the library and it's programs and to also facilitate creating library cards for anyone interested.

- ★ **Donations:** Heather clarified that the library can accept donations, we just can't solicit them. Heather will work on a donations page for the website explaining how to make a donation and specifying what the donation is for.
- ★ **Tutoring/Service:** Heather pointed out that the library is available for people to use for tutoring during the library's hours of operation and that we have afternoon and evening hours on most weekdays.
- ★ **Thank You's:** For municipalities, the cover letter that is returned to the municipality when the contract is returned includes a thank you. Thank you notes are also sent out to anyone that does something special for the library.
- ★ **Friends of the Library:** We will send out in the fall instead of the Fall Fund Drive letter asking for interest in the Friends of the Library. We discussed the need for the Friends group to set up By-laws and to do a 503 form for taxes. Page volunteered to help with the 503 if we get interest from people to start the Friends group.

There will be no meeting in June. Next meeting will be July 17 at 6:30PM.

Meeting adjourned at 7:52PM

Respectfully submitted by Melanie Field, secretary