

LAMONT MEMORIAL FREE LIBRARY

MINUTES FOR 07/17/2023

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 6:32 PM

Approval of Meeting Minutes:

Minutes for May were reviewed. Motion to approve: Chris, seconded by Colleen. Approved.

Financial Report:

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

- There is a new line under Income - Real Property Taxes called PILOT (Payment in lieu of taxes). Cortland County IDA negotiated with the solar farm and they will pay us and the school a percentage each year. Next year will be 2% more. This will occur until 2046.
- Other Income - Gifts & Donations: we had the last of the Amazon Smile donation, Mary Kimberly reimbursed us for the utilities used by the Historical Society and also the Historical Society made a donation and Mary Kimberly made a donation.
- State Aid: Family Literacy Grant - we received \$485.00 toward special summer reading programs but it hasn't been deposited yet. The \$2000.00 for the FLLS Collection Development Line is for the purchase of books.
- Equipment & Software: we haven't received the new public computer yet. Also, Heather pointed out that VEGA was going to be the new platform for ordering books online. However, it has since been canceled so we are keeping what we have now.
- The Endowment had a decrease for May and an increase for June.
- On the Balance Sheet Heather noted that the monthly interest earned on the savings account goes into the Computer Savings line. We also questioned how the Roof and Building Renovations lines are library assets since we don't own the building.
- Motion to approve: Melanie, seconded by Maryalice. Approved.

Director's Report:

- ★ Circulation and Interlibrary Loan numbers for May and June are holding fairly steady and are better than 2022 numbers.
- ★ Library visits for June were up.
- ★ 92 new materials were added in May and 68 in June. 46 of those were from donations.
- ★ Volunteers for May and June included the regular volunteers plus additional volunteers for the book sale: B. Halstead, Z. Thornton, McGraw Staff and Students, Library Board members, V. Maricle, B. Mosher, C. Cobb, T. Ripley, M. Vogt, C. Kluge, B. Cobb
- ★ Programs:
 - Adults: 8 programs for May and 7 for June (9 Knit & Crochet, 2 Senior Social, 2 Book Club and 2 Crafts 'n Creations). The total attendance for these programs in May was 56 and in June was 44.
 - Teen: none
 - Children: 4 programs for May and 4 for June. (2 Preschool Storytime - did well in May. June only had 5 attend including parent and grandparent, 2 Learning Studio which had good attendance in May but not June but homeschooling was done by June, 1 Family Fun, 2 Chess Scapes and 1 Lego Challenge). The total attendance for these programs in May was 29 and in June was 29.
 - Multi-generational: none.
 - Non-library programs: there was 1 program in June (Girl Scout sign up). 4 attended.
 - Trainings & Meetings: In May Heather attended the following via Zoom: FLLS Directors' Meeting and the NYSREt - Training Step 3. In June Heather attended the following meetings via Zoom: FLLS Directors' Meeting, NYSRet - Training Step 4. She is now officially trained in the new retirement system. In addition, in June, Heather attended a Webinar on the Libraries & 1st Amendment Audits. Heather wanted a refresher on the audit and what it entailed. It was also noted that we don't have a policy on filming in the library.
- ★ Motion to approve: Colleen, seconded by Chris. Approved.

Unfinished Business:

- ★ **Sexual Harassment Prevention Policy:** The Sexual Harassment Policy for All Employers in New York State is the policy that we have on the books for our policy on sexual harassment prevention.
- ★ **Programs and Collaboration:** Rosann called Mindy Young regarding ordering the books for The Love of Reading after school program at McGraw, through the library. Currently Mindy goes to the Cortland library for their books. Perhaps in the future she will use our library instead. This would be a good example of collaboration between the school and the library.

New Business:

- ★ **Lactation Accommodation Policy:** We discussed this and decided to use the NYS Dept of Labor Policy on the Rights of Employees to Express Breast Milk in the Workplace is the policy that we will use for our lactation accommodation policy.
- ★ **Construction Grant:** We are not doing a grant for construction this year. To do one next year we would have to start in January. The village board would be paying for our half

because the building is owned by the village. So, in order to apply for a grant we would need to make sure the village would be willing to pay for the grant. We questioned what the maximum for the grant was. Also, are there any other grants that could help with the construction.

★ **Friends of the Library:** A flier will be sent out in September.

★ **McGraw Schools Open House:** Mary will reach out to the school to find out when the open houses at both school will be as we would like to have a table with Library information and possibly library card signup available.

There will be no meeting in August. Next meeting will be September 18 at 6:30PM.

Meeting adjourned at 7:32PM

Respectfully submitted by Melanie Field, secretary