

# LAMONT MEMORIAL FREE LIBRARY

## MINUTES FOR 10/23/2023

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

Walk around of the building at 6:00 p.m.

### **Roll Call**

**Present:** Maryalice Griffin, Christine Buerkle, Colleen Rynders, Rosann Morey, Melanie Field, Heather Cobb, Director.

**Absent:** Page Anderson

Meeting started at 6:27PM

### **Guest Speakers:**

Dean O’Gorman representing Healing Hearts Collaborative and Sara Watrous representing Healing Community Study spoke to the board about installing a Narcan dispensary box on the library property. They discussed the need for Narcan in the community and explained the purpose of the dispensary box. They also explained that the library staff would simply need to check the box and replace empty spots in the dispensary box as needed and to contact the appropriate person when they needed more Narcan to refill the box. The library board approved installing the box on the tree in front of the library closest to the sidewalk. However, we feel that we should contact the Village Board to get their approval also since the library is their property. Heather will call the Village office. We also discussed whether we should offer a program on this subject to do community education/outreach.

### **Approval of Meeting Minutes:**

Minutes for September were reviewed. Motion to approve: Mary, seconded by Rosann. Approved.

### **Financial Report:**

#### ★ Profit & Loss:

- Finger Lakes - We received 90% of the state aid
- McGraw Contract - We haven’t received any money from the Village yet. Heather emailed them asking how we can retain our funding. Heather will send an invoice.
- Family Literacy Grant - We received \$485.00 for this. It was used for the Summer Reading Opening program (Nate the Great) and the Ending Program (Jeff the Magic Man).

- Teen Coordinator - a question was asked on what this is since we don't do teen programs. Heather explained that we do have tween programs (Lego and Chess) and the Teen Coordinator handles these. There are 2 families that are regulars at these programs.
- Workers Compensation - the bill for the whole year was slightly more than we budgeted.
- Senior Social - a question was asked on where the money for this came from. Heather explained that when the Senior Center closed the seniors donated money to the library to use for senior programs and crafts.
- ★ Transaction List: Endowment had a decrease in both August and September.
- ★ Balance Sheet: No comments were made with regard to this report.
- ★ Motion to approve financial reports was made by Rosann, seconded by Chris. Approved.

### **Director's Report:**

- ★ Circulation is pretty steady right now. Numbers have dropped a little since August but that is to be expected.
- ★ Library visits were up slightly.
- ★ 73 new materials were added in September. 12 of those were from donations.
- ★ Volunteers for September - in addition to our regular volunteer, Z. Thornton, our September volunteers included McGraw High School students and community members for the United Way Day of Caring. Heather thanked the participants for the Day of Caring in person and also on facebook. Discussion ensued on whether a thank you letter should be sent to the school. We hadn't sent thank you notes in the past because Heather had thanked those involved in person or via social media. Decided that was sufficient for this year but perhaps in the future a formal thank you note should be sent.
- ★ Programs:
  - Adults: 6 programs for September (4 Knit & Crochet, 1 Book Club and 1 Senior Social). The total attendance for these programs was 45.
  - Teen: none
  - Children: 4 programs (Chess-Scapes, 2 Homeschool Learning Studio and 1 Preschool Storytime). The attendance for these programs was 27.
  - Multi-generational: none.
  - Non-library programs: United Way Day of Caring. 7 people took part in this.
  - Trainings & Meetings: None
- ★ Motion to approve: Melanie, seconded by Colleen. Approved.

### **Unfinished Business:**

- ★ School Open House: 14 filled out library card application forms. Only 1 has picked up their library card though. Discussed whether we could send the cards in the mail or should email reminders to pick up the library cards. We all felt that attending the open houses at both schools was worthwhile and something we should do again next year.
- ★ Friends Group: The first meeting will be Tuesday, October 24th at 6:30 p.m. Heather knows of 2 people that are interested in joining the group. The library board will attend the initial meeting. Heather will have information on what the Friends group is all about.

- ★ Library Survey: Our library survey will be available online and there will also be paper copies available in the library. We can also take them to events like wreath making so people that attend will have access to the surveys as well.

**New Business:**

- ★ School Visits: Some members of the library board questioned why we couldn't start pushing into classrooms in the elementary school again. Heather stated that Christa won't go into the schools anymore. She and Heather don't feel that it is worthwhile. Also, in the past, it had seemed difficult to schedule a time that worked with the class schedule.
- ★ Wreath Making: Saturday, November 18. Board members should arrive at 1:30 to setup. The event will start at 2. We should bring cookies. Heather will bring coffee and paper products. Mary Kimberly is making a raffle basket that we hope to be able to display at the event. Part of the basket will be a lap quilt.
- ★ Tree Lighting: Saturday, December 9. Will we have the sled delivered by the village again this year? More will be discussed on this event at the November meeting.
- ★ Budget 2024: Reviewed draft 1. Rosann asked to add Book Club as a line item on the budget. Will review more at the next meeting.
- ★ Book Club: Rosann reported on the Book Club. We will be having a Christmas party at the December book club meeting and will be doing a book exchange. Central City will cater the party at a cost of \$25 per book club member. There is a suggested book list for next year. January is bring a friend to book club. We would like to do something to thank the McGraw Box Brewery for opening for us on Wednesdays so we can have book club there. We will make a wreath for them and will get a gift card as well.

**Next meeting will be November 20 at 6:30PM.**

Meeting adjourned at 8:44PM

Respectfully submitted by Melanie Field, secretary