

LAMONT MEMORIAL FREE LIBRARY

MINUTES FOR 12/04/2023

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

Roll Call

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

Absent: Rosann Morey

Meeting started at 6:35PM

Approval of Meeting Minutes:

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

Financial Report:

- ★ Profit & Loss:
 - Wreath making isn't shown in the report yet but we made \$1,165.00.
 - Cleaning Supplies: Heather bought a new vacuum as the old one broke.
- ★ Transaction List: Endowment had a decrease in October.
- ★ Balance Sheet: We questioned what the Building Renovations line 1510 under Fixed Assets represents. We don't own the building so how does this count as our asset? We also don't understand what the Endowment line 24100 under Liabilities represents. Heather said that John Reagon set this report up for us, so she doesn't know the answers to these questions. She will ask John for an explanation of what these are.
- ★ Motion to approve financial reports was made by Melanie, seconded by Page. Approved.

Director's Report:

- ★ Circulation is doing really well. October numbers are up from September. WiFi sessions are also up slightly.
- ★ Library visits were down slightly as were Adult Internet sessions.
- ★ 89 new materials were added in October. 16 of those were from donations.
- ★ Zach Thornton was the only volunteer for October.
- ★ Programs:
 - Adults: 8 programs for October (5 Knit & Crochet, 1 Book Club, 1 Senior Social and 1 Craft & Creations). The total attendance for these programs was 61.
 - Teen: none

- Children: 5 programs (Lego Challenge, 2 Homeschool Learning Studio, 1 Preschool Storytime and 1 Family Fun). The total attendance for these programs was 23.
 - Multi-generational: 1 program (Great Give Back). 29 took part in this.
 - Non-library programs: 2 programs (Work Readiness). 4 attended.
 - Trainings & Meetings: Friends of the Library. Held at the library. Total attendance was 9 but this included 4 board members and Heather.
- ★ Motion to approve: Chris, seconded by Melanie. Approved.

Unfinished Business:

- ★ Friends Group: Should be mentioned at the book club meeting to see if anyone would be interested in joining the group. Mary said that Becky Glover mentioned that she might be interested in joining. Mary also thought that perhaps Laurie Barnes Comfort might be interested. Mary will email the friends group informational handouts to Becky and Laurie and see if they would be interested in attending the next meeting. There will be no meeting in December for the group so the next meeting will be in January.
- ★ Wreath Making: The event was very successful. We made \$1,165.00 in donations. 48 people donated to make a wreath. Last year we had 37 make wreaths. There were quite a few people this year that were in attendance but didn't actually make a wreath. We discussed the timing of the event next year. Should we possibly do it a different weekend than the weekend before Thanksgiving so we don't expose the people attending to illnesses like Covid immediately prior to the Thanksgiving holiday. Also, we might get additional attendees because another weekend might not conflict with open day of hunting season and the St Mary's Christmas bazaar. However, the point was made that we had very good attendance this year - we were at our limit so we don't really need to try to get more people to attend this event. We will table this until a later date.
- ★ Tree Lighting: Saturday, December 9th 5:00 - 6:00 p.m. We will arrive at 4:30 for setup. We will all bring cookies. Heather will have supplies for hot cocoa. The Rec committee and Boy Scouts are supposed to come to help with the games. Mazey will do the kid's craft in the library. Christa will sell the raffle tickets for the basket and other items to be raffled off. Chris will help to sell the baskets that the "friends" put together. Maryalice will bring a fire pit but we won't be doing marshmallows. Perhaps next year we can work with the fire department to have Santa visit the event. The village is supposed to be decorating the library for the tree lighting but we aren't sure when it will be done.
- ★ Library cards that didn't get picked up: Heather has library cards for the people that applied during the school open houses that haven't been picked up yet. There were 14 cards created but only 1 has been picked up so far. We asked if Heather can send out the rest. Some applications are incomplete so the cards can't be sent out yet. Heather will send out the ones that are complete. Perhaps an email reminder should be sent out for the incomplete ones as well.

New Business:

- ★ Trustee Terms: Heather provided a list of the trustees and their terms. Chris's term will end December 31st. We will revisit this at the next meeting as we will need to elect officers for the upcoming year. Allison Field is interested in being on the library board.
- ★ Village of McGraw Board Meeting: Tuesday, January 16th at 6:00 p.m. We decided that we should attend this meeting to get in front of the board and to introduce ourselves to the new mayor. We will submit our financial request for the \$7,000.00 and also the N-pod request. We can also ask about the building repairs/maintenance list status.
- ★ Endowment: We decided we should bring in Michael Zoanetti in January to discuss the state of our endowment. Rosann had previously mentioned looking into CDs. We should ask Mike about this.
- ★ Budget 2024 - Draft 2: We reviewed Option A which includes all programs and the same amount of books that we purchase and using the extra \$2,500.00 from Cortlandville for purchasing the movie equipment and Option B which would cut Family Fun (done by Christa) and Lego Challenge (Rebecca) programs and doesn't use the \$2,500.00 for movie equipment. In Option B we lose some personnel hours and we would budget \$10,000.00 from the endowment. Option A keeps the same personnel hours and we would budget \$12,436.12 from the endowment. We discussed whether we could combine Option A and B in that we cut the Lego Challenge since the school has a Lego program but we use the \$2,500.00 from Cortlandville for equipment for movie night. We aren't sure if we should just include the \$2,500.00 from Cortlandville as just part of the budget or if we should use it as intended, which was for equipment. Heather will look into this and we will discuss the budget again at the next meeting.

Next meeting will be December 18 at 6:30PM.

Meeting adjourned at 8:10PM

Respectfully submitted by Melanie Field, secretary