**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**August 30, 2023**

**President John Parker** called meeting to order at 6:08 PM in person at the Dutton S. Peterson Library and indicated session was to be recorded for the purposes of generating accurate minutes. There were no objections to recording the session.

**Roll Call:** Present: John Parker, Mike Sculin, Jenn Stevenson, Deborah Yeager, Kevin Greuber, Gail Sgrecci, Karin Thomas, Lois Cratsley and Debra \_\_\_\_\_\_\_\_\_\_\_. Absent: Sandi Boles

There are NO Meeting Minutes for the June 22, 2023 session. Recorder did not record.

No July meeting.

**Public to be heard:** None.

**President’s Report:**

Revisited items brought to a vote at the June meeting:

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| **ITEM 1**  |
|  Karin’s salary increase to $36,658/year. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin  | Mike  | Unanimously |

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| **ITEM 2**  |
| Increasing Laura’s salary to $17.10/hour |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike  | Deborah | Unanimously |

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| **ITEM 3**  |
| Voted to increase Laura’s paid time off to 40 hours per year, taking 30 of those hours out of the surplus that we had budgeted (surplus of 70 hours a year). Lois asked to explain: Laura had 10 hours of sick time, we voted last time to increase it to 40 hours. We typically have 70 hours budgeted as “slush” so in order to make the budget work, we cut that back by 30 hours to give her 40 hours. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Lois | Debbie | Unanimously |

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| **ITEM 4**  |
| May Minutes John typed up which included Brian’s details from his talk… can vote now or revisit. Consensus that was fine to approve as was approved at last meeting. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Mike | Unanimously |

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| **ITEM 5**  |
| Approve Sandi’s financial reports from May - June meeting. Kevin questioned $3.99 CVS purchase – Karen said was for greeting cards. Lois commented that can get greeting cards tax free at the Post Office. (Had additional discussion before voting on June and July Financial Reports.) |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin  | Deborah | Unanimously |

**John – future programming:**

First: Carol Fagnan wrote the history of the library. Sandi and John photocopied it, Dan Brandon gave her the original copy back. Copy to go in a binder to stay in the library. History includes time before the charter; the whole library history. Carol’s collaborating with a Cornell student and Geneseo Fellowship on Local History/Writing – doing research on a history of the canal. She is sponsoring a senior at Cornell and asked if we would do a book reading with this student and present his material to satisfy the requirements of his program. Karin asked for details. John will collect information and share. Carol and student want to leave books at library to get some fund raising by selling his books. John will gather information and bring student in to meet with Karen when able. Student has put in 170 hours on this project to date.

Second: Dandy responded to John. The help desk said they weren’t interested in selling land. Then John wrote directly to Randy Williams (the owner of Dandy) and is waiting to hear back. Randy may be a little more positive about the subject. John will get us a copy of the letter he sent to Dandy.

Additional Topics:

* John gave Rob a tax bill he received for taxes for the library ($4,000) dated from Covid year. (There was a program to forgive all tax penalties during that time and we’re tax exempt so Rob has all the material dropped off to him by John mid August. Haven’t heard from Rob so that means he’s chasing it down.)
* John asked about a “street fair”. Karin corrected “Block Party”. It went very well. Library offered face painting, free water bottles with stickers to decorate them and school supplies that were donated by a nice couple. The same couple donated the same things last year. They get thank you notes that are passed out and there was also sidewalk drawing. How many people approximately participated? Could check how many Chicken BBQ sold to get number. Library saw about 40. Don’t know the total number of participants though.
* Carol has written 2 books lately. One on Cotton Hanlon families and John left a copy for here. Another one about a place she worked at as a child. It has a lot of pictures, very interesting. Keep those in “Local Author Section” in library.
* When Carol was doing her canal research she had another student helper to do research. She wanted some source material that listed all the stops along the canal. Mike googled a bunch of stuff and found her 4-5 articles and printed out and delivered to her. Sandi found, scanned and enlarged a map for Carol as well. Carol is a resource to help. She loves Kathy, they research together.

**Children Coordinator’s Report:**

John read Laura’s report.

Deb said square dancing was so much fun. Pete’s Porch Pickers played and did a great job calling/leading the dancing.

180 people were at the farmer’s market. That’s the number Watkins Glen and Montour Falls are using for the project.

**Maintenance Committee Report:**

Mike and Karin got the tent down. Door is painted. Village needs to trim up around the library with mower and weed wacker. Gail will mow/weed wack. Water heater is working. Mike turned the circuit breaker on and off and it seems to be rejuvenated. Bub Wixson will be back to service it. Bub did not charge when he serviced the air conditioner in spring as he said he’d be back in the fall to check the water heater. He needs to be paid so he’ll be back.

John didn’t take down rods from the sale in the library. Conduits were up for the screen and now being used for art display.

No complaints from anyone about anything.

**Director’s Report:**

September is generally a low month while schedules getting figured out.

Doing intergenerational programing was brilliant. Having anything open to all ages really increased participation and enjoyment. People were able to create at their own pace and also cohosting with Montour Falls and Watkins Glen has been a huge success – we’re tripling numbers with all the programs we’re combining with them and saving a lot of money … sharing grant monies. Our grant paid for Pete’s Porch Pickers. Montour provided water and Watkins Glen provided food so it has been very good collaborating with them. Numbers have been very good throughout the summer so we’re very pleased. We got our NYS construction aid submitted to Brian. Karin waiting for SAM (government entity where we have to register to be eligible to receive gov’t funding). We had registration in the past but it came up in the middle of this grant and Karin had no idea that it was due. Brian said it’s fine and just going to be a waiting process. Karin is waiting for them to kick her back a registration number that she needs for the grant. That part is not complete but everything else Brian said is solid and looks good. Karin will let us know when that comes back. The deadline has passed but there’s nothing left to do but wait.

**Financial Report:**

**Went through handouts: (Now in new fiscal year starting June 1)**

Pre-paid Vouchers toVillage Table

Explanation/Question: Coffee Pot provided ice coffee for the summer learning kick off with the radio station. WRFI out of Ithaca (covers Odessa, Watkins Glen and Elmira areas also) (contact - Felix). They do a lot of world music, native American news, Hispanic music and news, very good station (89.9)

Library Income and Expenses – June 2023 - July 2023 Table

$80,000 in savings, $27000 in our checking account but that includes $20,000 check.

**Questions:** $4,159 insurance claim – it covered repairs. Savings gets interest quarterly so that doesn’t show up. Did they ever give drawing of the bathroom? No. Not from the architect but just a sketch. Newsletter mailing, and postage refunded from the Village through the end of June … next one through the end of July.

Observation that $51,972.82 that is in account should cover us through October. Any other questions? May 9th regarding Karin’s retirement: Paid her directly the first year and didn’t pay her at all the next two years.

Village of Odessa - Library Fund Cash Disbursements Summary - June and July

Village of Odessa Cash Receipts Journal – Library Fund for June and July

Village of Odessa Library Fund – Detail of Revenues

Village of Odessa Library Fund – Detail of Expenditures

Karen had a question regarding Library Fund Expenditures:

It says we still have 100 percent of our insurance money. How is that possible? Probably haven’t cashed check yet as September to September. Premium was September 1st. Percent remaining of the budget. We’re only 2 months into the fiscal year. 84% of Karen’s salary remaining.

No other questions on finance:

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| **ITEM 6**  |
| Approve Sandi’s June/July 2023 financial reports |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Mike | Unanimously |

**New Business:** Karen needed volunteers for October 2nd, Monday. 10:00-6:00

Gail will open and cover 10-1:30; Mike will take second half of the day - 2-6:00, and Karen has someone 6-8:00.

Thanks for everyone attending and meeting was adjourned at 6:50 PM. Next meeting: 6:00 on September 28th at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary