**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**September 28, 2023**

**President John Parker** called meeting to order at 6:03 PM in person at the Dutton S. Peterson Library, (Session was recorded for the purposes of generating accurate minutes.)

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

**Public to be heard:** Patron requested borrowing photo on wall of “Osco and grandma”. Person claimed that St. Mary’s had borrowed it in the past. Asking to borrow it for 1 month for St. Mary’s of the Lake church function (October is “Respect Life Month” in Catholic Church). Karin told woman that she wasn’t comfortable making that decision on her own but would bring it to the Board. Kevin called Gail (mom) to see if she had any recollection of anyone borrowing that photograph in the past. (She had no recollection of lending it out.) Discussion: Why do they want it? What’s the purpose for borrowing it? How will they use it?

Picture represents the “Respect Life Month” so powerfully, they would put it on the “Respect Life Table” for parishioners to see. Mike suggested making a copy and giving them that possibly. Karin said we could probably copy it for $20 at Staples. John wondered if the Petersons would care if the picture was shared or not. Karin would feel a little uncomfortable – like we were collaborating with Catholic Church if we lent picture to them. Noted that no Board members go to St. Mary’s Church. Lois didn’t recall anyone ever borrowing that photograph in the past. Mike felt they’d be trustworthy and bring it back. John felt if one of us was to take it down there, maybe. Kevin suggested that “if” it has been lent before, it probably would be fine to do but kind of odd. Karin checked who woman was that requested photo. It was Ann Dziuba … no one recognized the name. Whole topic had a “fishy feeling”. John offered to call the priest down there if necessary.

Continued with meeting while waiting to hear back from Gail Greuber.

**President’s Report:**

John hasn’t heard from Randy Williams from the Dandy in Sayre. He sent a letter directly to him. No news is better maybe. Nor has he heard from Rob Halpin regarding the tax issue. John noted that there’s a note on his mail slot that if something comes for him, to call him… he’s heard/received nothing.

[ After Laura’s Report, John remembered he had a call from Carol Fagnan. The Cornell grad student is running into trouble with his class schedule and having a hard time finding time to finish his project and having the book reading here in Odessa. He’ll be bringing his book to the library as soon as he can organize and coordinate a time. Lois asked if he’s planning to sell his book? John clarified that he’d have the book to sell here at the library but the proceeds would go to the library as a fundraiser. Topic of the book is the Canal we think. John will verify. ]

**Children Coordinator’s Report:**

Karin read Laura’s Report (“Library Aid Report”) that was emailed to all trustees on Tuesday, 9/26/23.

Comments on Fall Programming:

* For October 13th – (Friday the 13th ). Having drop-in Pumpkin painting and carving: Watkins Glen letting us borrow their pumpkin carving supplies. Program will last until supplies are gone. Hoping to get around 25 pumpkins
* For October 20th – Composting workshop: Called the “great give-back”. It is a library-led day to showcase your library’s leadership in the community. Montour Falls is going to host the Cooperative Extension to do a composting program there, Watkins Glen is going to do a composting Story Time with Lisa Hernandez, all during the week of October 21st. Karin had a phone call today from Jess Westlake and Jess would like to donate a composter to our library in memory of her mother. That is their plan to give back to the community. Once patrons take a short composting class, they can bring composting material here to the library. By spring, we should have composted material to give back out for people to use in their gardens. Thinking to put composter behind the building or behind the shed. It is 37-gallon size. Concern about people dumping trash in there after hours. Karin clarified that it will be by registration, so people using it will know details on use and we will know who they are as well. Any way to secure lid on composter? We’ll see how it goes.
* September is Library Card Sign-up month. Laura is coordinating with Kayla Kelly, librarian at OM school, to set up a visit to an elementary school to help sign up every student for a public library card. Laura/Karin are hoping that the class or some of the classes are able to walk over and do a field trip here. If not, Laura will deliver the cards to the class. Goal is to have every student in the OMCS have a library card. Parents will have to sign off on the card.
* November: Miracle Fruit Party – date and time to be determined – “miracle berry”. Karin has done it before. Comes in pill form. Silly and fun. It coats your tastebuds for about 30 minutes so that everything you eat is sweetened. Set out normally bitter things – taste beforehand … take a berry and then taste again. Sounds suspicious. “Flavor tripping”. Parents would have to sign a consent first. Can look up “miracle berry” – it comes from a plant, natural substance. Delicious Karin says.
* November: 3D Printing Workshop – Kids have been coming in asking about 3D topic and wondering when a program might be happening again this year. Laura is waiting to hear back from her contact at the Ithaca Generator for a 3D printing workshop focused on design. They’ll come to Odessa.
* December: Ornament making, (make and take) date and time TBD
* Laura is also doing a “Book Binding Program”. She has a separate grant for this. The grant is paying her as the artist and she’ll be coming in on her day off. Four week program on her own time.

**Maintenance Committee Report:**

Mike and Deb said they haven’t done anything. Mike fixed the blinds that were stuck. He untangled the chords and then they worked fine. John asked if we dropped the idea of the bench outside. Mike said “no”, that the bench was in his garage… work in progress. Karin putting it off until she finds when they’ll be digging outside. John’s been climbing around the stools out there and just wondering when bench might be useable.

Karin will call Bub Wixson on Monday about getting the furnace serviced. His real name is Homer, Mike said.

**Director’s Report:**

Numbers are all on the printouts. We are on par with what Karin/Laura expected. Holds are down a little. We’re still receiving holds but the number of people placing holds was down. We’re receiving more than we placed. How do we account for ones from other libraries? John asked. They are “holds filled”. Jenn said “holds may have been placed later in time and took longer to get here”? Basically August is where people placed holds but the “received” July’s just came in.

Program attendance was great. 142 came to children’s program: Collaboration with the Orchestra of the Southern Finger Lakes and so there were three performances. One was at Havannah Glen, one was at Montour Falls, and one was at Watkins Glen and that’s the majority of those numbers. Cannot remember what the 4th program was off hand.

Printer is on the blink. Jammed today. John used to be a printer repair person … Karin left 2 messages for repair; no one has gotten back to her. Something is jammed in there.

Anyone with an STLS email -- that email is going to be transferred over to Outlook 365 (Microsoft). Is that a “.com” John asked. “Office.com” instead of stls. As of 9 PM Friday night, that will be live and everything will be transferred by Monday/Tuesday. You will not have any more access to current email (inactive) for maybe a week. You can still retrieve stuff. John asked “how do we know who to contact to let them know …” Email addresses will still be the same, they will just be hosted by Microsoft. Need to sign in to Office.com but email address will be the same.

* John asked about everyones’ Certificate for the Sexual Harassment Training Video completion. October is the month it is supposed to be done. Deb asked where to go to get that training. She did it at the RaceTrack and Glenora already so can use that. Jenn did for work and handed hers in. Lois needs it. Mike needs it and Deb Albro may need it too. Gail will get hers from her work.
* Gail G. got back to Kevin and said if St. Mary’s borrowed that picture, it was before 1994. It had not been borrowed while she was here.

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| **ITEM 1**  |
| Motion to approve last month’s minutes. John complimented the format and felt they were easy to read. He made a few slight changes from what Gail sent him but other than that, they were good. Not substitive, just grammatical changes. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Lois | Debra | Unanimously |

**Financial Report:**

**Sandi was not here to go over the financial reports but we went through the handouts. Relatively self-explanatory.**

Pre-paid Vouchers toVillage Table (August 19 – September 25)

Few questions about expenditures. Art program supplies, square dance costs, water and sewer, Hi-lites, village credit card for books, Sam’s club -- toilet paper and paper towels. We’re due to renew the Sam’s Club Membership. Karin asked if that was “ok” for her to renew? “Yes” was consensus. $119 or something. Should be budgeted for. Omar and Amazon -- supplies. Supplies were for the “Block Party”.

Did we catch the fact that we already paid the insurance? We need to watch if that gets paid a second time or if Pam Kelly catches it. (Utica National for $2250 for the year). We already sent check in for whole amount. Then second voucher appears to have been sent. If it was paid twice, Village should be getting a refund. Karin was going to call the Village to check.

Comment on Admissions Store at Corning, Inc. Would be nice to get Corning to do flyers or book marks … for us.

Library Income and Expenses – August 2023 Table

* Earned $4.02 on $80K savings account at Chemung. Checking account – John signed a check to Karin to pay the farmer for pumpkins as we don’t have petty cash but we’ll need a receipt and accounting code. Reuseable water bottles (18 pack). We gave those out. They had stickers to personalize. Quick Arts Grant.
* $27000 in our checking account.
* **Questions:** Any questions? November is when new tax money comes in. Maybe October. We basically have 43K and change to get us through one month. Then we’ll be replenished by taxpayer money. That covers our income and bank balances.

Village of Odessa - Library Fund Cash Disbursements Summary - August

* All by accounting code so self-explanatory. “Building staff”? do we pay the Village? Who is staff? We don’t have a cleaner anymore. Wondering if that is a bill for Pam’s time. Pass pending an understanding on what that amount is for.

Village of Odessa Cash Receipts Journal – Library Fund for August

Village of Odessa Library Fund – Detail of Revenues – August

* John questioned “Use of Money and Property”; what exactly that was. Kevin said just interest earned.
* We expected $2,000 in donations. We haven’t received any. John will ask Sandi whether she keeps a running total or what?
* Wondering what the “Library System Grant” is. Will question what that is as well.
* Expecting State Aid but haven’t received any yet.
* John will call Sandi about those two questions.

Village of Odessa Library Fund – Detail of Expenditures - August

More details about Expenditures. Building Staff shows up again. Asking Sandi about that. Employee benefits. We don’t pay disability or unemployment. (Transfers – when we have to borrow from the balance that the Village has -- we haven’t needed to borrow this year.)

No other questions on finance. John called Sandi but no answer. Let’s hold off on voting on this until next meeting

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| **ITEM 2**  |
| Approve Sandi’s August 2023 financial reports after clarification – ***hold for next meeting*** |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
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**New Business:** Karen -- November meeting being the 5th Thursday (November 30th) instead of 4th Thursday, which would be Thanksgiving. If we have it then, do we want to have our Holiday party that day instead of a special date. **“Yes”.** Dish to pass meeting. Karin will call to get the fire hall. Can be just us or “significant others” as well for dish-to-pass. Will need to know numbers by next meeting so we know how much food to bring.

* Karin asked can we revisit the lady that wants to borrow the picture now? How do we feel about letting someone we don’t know take it? If she “lied” about borrowing it before, doesn’t give us confidence in lending it to her. Gail Greuber responded to Kevin’s text and said no one had ever borrowed that photograph to her knowledge. Definitely not since 1994. Karin doesn’t have a problem calling and telling her “no”. Should be easy for St. Mary’s to find another photo just as appropriate on-line or elsewhere. We all agreed **“not to lend out”.**

Any new business? Any sketches of the work to be done? We were supposed to have three, but haven’t seen any. Karin is still waiting to hear about SAMS application. Cannot start until April anyway. Plenty of time. Yes, book barn will have to be moved just to get in to pour the foundation. Construction won’t disrupt it but contractors will need elbow room. They have access to equipment so hopefully they’ll be able to move the book barn so we don’t have to. These guys are the finishers of the concrete building in Watkins Glen. Lucky Star is going to open a “noodle shop” there Kevin heard. Karin loves Ramen. Don’t need the “magic fruit” for Ramen. 😊 Are we any closer to getting the Village to make the sidewalk “new” again? Who was to follow up on that? John will write a letter to Jerry (the Mayor) questioning how to get that done. Shouldn’t be a big job. Landowner is supposed to maintain it but repairs should be the Village’s responsibility. It gets slippery when wet and/or icy.

**Mike moved we adjourn meeting.**

Meeting was adjourned at 6:28 PM. Next meeting: 6:00 on October 26th at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary