**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**April 25, 2024**

**President John Parker** called trustee meeting to order at 6:06 PM in person at the Dutton S. Peterson Library,

**Roll Call:** Present: John Parker, Mike Sculin, Gail Sgrecci, Sandi Boles, Jenn Stevenson and Deborah Yeager. Absent: Deb Albro, Kevin Grueber (Karin Thomas). (Still missing a Board member if anyone knows someone who may be interested.)

**Public to be heard:** No public to be heard.

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| **ITEM 1**  |
| Motion to approve March 28, 2024 meeting minutes. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Mike | Unanimously |

**Library Aide’s Report: (Laura Rowley)**

**Solar Eclipse**: In April we held an event to celebrate the solar eclipse on April 8th with a group of 5 neighbors and volunteers. The previous week, Laura held a family event at the firehall where children baked cookies, practicing kitchen skills independently and illustrating the celestial phenomenon.

**Library Garden**: This month, participants in Story Time helped to start seeds from the CCE which will be planted in raised beds on the patio. Thank you to Karin’s dad for building the beds! We will plant the seeds after the danger of frost in mid-May. If anyone would like to contribute vegetable or flower plants, we will gladly plant them.

**Earth Day Papermaking**: An energetic group of 7 participants made paper to celebrate Earth Day using scrap paper from our recycling bin, blenders, and Laura’s papermaking tools. There was great collaboration between children and each other and children teaching the adults. In addition, the group of children volunteered to set up the program.

**Newsletter**: Laura, Karin, and the board have been collaborating on the Newsletter, which is in its final draft.

**Upcoming programs**:

-Laura and Mary DeWalt will team-teach a quilted placemat class on April 29th, 5-8 pm. There are still a few spots open.

-Free books for Children’s Week: Karin and Laura have been planning and promoting free books for children, caregivers, and teachers between May 6-11. 10 free books per person from the Book Barn.

**Maintenance Committee Report:**

Mike/Deb – No crisis of any kind. Deb Y. volunteered to clean off picnic table on patio – papermaking debris left from craft activity.

**Director’s Report:** (Karin not present/data taken from her report)

In general, numbers down in March, down in holds, up in visitors…

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| **Circulations** |
| Adult | Juv. | Unknown | YA | TOTAL |
| 166-37 | 79-88 | 27-3 | 4-1 | 276-129 |

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| **Holds** |  |
| Provided | Received |  |
| 126-26 | 58-17 |  |

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| **Visitors** | **Reference Questions** | **New Cards** |
| 309+20 | 62 +6 | A 1/ J O |

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| **Program Attendance** |
| Adult | General Interest | Children | Teen |
| 6/65 | 1/8 | 4/20 | 0/0 |
| Libby: | Books: 84/+6 | Mags: 6/+1 |  |

**Financial Report: Sandi**

**Southern Tier Libraries grant 2023 -- *GRANT BUDGET handout page 1:***

Discussion to deposit or not to deposit. Only reason to deposit in DSPML checking account is if not longer than one year as the Village would just keep money left at the end of the year – would not roll anything over. That’s why we started the grants that are longer or don’t have a deadline. Sandi needs better accounting of how money is spent/where from. What grant, etc. Mark vouchers, etc. to Village where money is from. Need a “Grant Tracker”. Sandi is going to go back to when the grant started and map it out in order to see what checking account money is grant money and what is “our” money.

Sandi made a new table/visual graph to show income and expenses related to this particular grant. (Sandi plans to use this model for all grants in order to keep better track of the money in and spent.)

***Prepaid Vouchers, Page 2:***

April vouchers that went to the Village. Only have until mid-May to submit any vouchers to the Village for this fiscal year; Pam needs time and does not do accruals.

***Detail of Expenses, Page 2 of 2:***

23% remaining of our budget according to expenditures but that only goes through March. April and May expense/revenue still to be generated.

***March 2024 – Income and Expenses***

Tell the bank we want to roll over $50K in CD. Matures April 31st – 10 days to not be penalized if we want to take money out. It may be a fight to get the 5.1% interest rate as that is supposed to be for “new” money. Our money is already in Chemung Canal.

Sandi wrote a check to the Village for $39.98 as Karin used wrong credit card. She was supposed to use the “Grant credit card”, instead it went through the Village so Sandi reimbursed the Village. Sandi could not find a receipt for Sam’s Club expense but is sure it had to do with some kind of food or paper product. 0.42 cents in interest. End of March total $26,634.46. Still talking about the Village’s large amount of interest earned … John asked the bank how come we have been getting such low interest on our account VS Village? As John does the banking when there are checks, he asked them why we were getting such low interest. They increased our interest to 2.something percent. What about the checking account? It will be interest for both. It paid to ask about this. We will see what our interest is next month.

Comment about how Pam recorded checks received in memory of people. They are shown in their own category.

What was the annual kick back on annual report for Sandi? “The kick back was; well there wasn’t a kick back”. Erica from STLS sent and submitted the report. At first they didn’t like Category 12.23 (miscellaneous category) because it went up $5,000 – why? 1) 800 dollars for postage because they got rid of the postage code. 2) it is programming. Karin/Laura did a lot of programming this year because they had grants. STLS accepted that explanation.

Annual report (NYS) caught that John needs to go sign his Oath and have notarized. Only officers need to renew their Oath. 2 – 5 year term limit for Board members. You can do more if you start by finishing someone else’s term. John has been on 5 years already.

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| Motion made to pass Sandi’s financial reports. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| John | Jenn | Unanimously |

**President’s Report:**

ALA Grant approved for reworking our plans.

Franzese is going to start working on our considerations. John wanted them to grade and raise the paving up from the street level to the building, removing the need for a separate ramp to enter the library. Franzese said there was too much grade to raise in that short distance. John would like to talk to the Village about raising the entire street. Franzese says there is not room for a ramp to the front door unless they put it back and forth along the front of the building. Too much grade to just ramp from road to building. There is not enough space in the front to build a ramp as it would take up the parking spaces. If we make a bigger, more costly project out of the ramp to the front of the building; what happens if we in the near future are able to purchase land across the street. All the money spent will be wasted. Suggestion to make the back door an ALA door because a ramp would not interfere with parking in the back. It would disrupt the patio, however. Observation; it would be easier for someone handicapped to park out back and enter that way.

John received ‘right of first refusal’ letter written by Rob Halpin regarding the Village property across the street. Explanation of the letter: John talked with Jerry and Jerry said to get Halpin to write a letter of first refusal for the property. John will re-read the instructions of what to do now. Jerry said he would bring the letter to the next Village meeting and have it passed. The letter gives us first dibbs on that property. Jerry already said they will close one end of the street. This makes it even better for the handicapped. Jerry mentioned that most people who live on the street enter from Merchant Street now that that road is 2-way. The library would need a special crosswalk if the street is closed off. Observation: Brian from STLS noted that two buildings means two librarians or only one building open at a time. Suggestion to use one as a historical society. (Sandi made the suggestion months ago). Carol Fagnan and Cathy Long are the Town of Catharine historians. They would like to get historical documents out of file cabinets at the Town Hall.

**New Business**:

Sandi – fundraising ideas for the library – duck races? Library could buy a bunch of rubber duckies. Put numbers on them and people can buy them to float down a creek. Whoever wins – do like a 50/50. Kids might like it. Sandi mentioned to Karin last year. Find a creek nearby. Questions liability on that one. Where can you find access to a creek; how are you going to get the ducks out of the creek?

Join the Street Fair. Participate in cheesefest? We used to. Farmers’ Market – Laura? Karin is doing the book mobile on Thursdays – Not fundraisers really; just giving books away. Did tea party at Fountain Blow once before/during Covid. Amy Dickenson came with her book. She got up and talked to the group. We had wine, food, and a silent auction. We used to have bake sales. Maybe we ought to do something. Can we do something like that? Deb Y. did Women’s Suffrage one. Maybe we could do a combination thing. Someone from the library could talk or we could have a guest speaker. We could have a dunking booth. John can sit and get dunked. Dunk the librarian as she’s not here to say “no”. Start now to plan a fall fundraiser. Would Walmart donate something. Gail Gruber had drawing for a TV that was donated by Walmart. She put names in a basket and someone won the TV. Someone would have to look/ask for donations in order to do something similar. Get quilt lady to make a quilt to raffle off. Let’s all be thinking of ideas for fund raising. John suggested tickets in random books – “golden ticket”. If people new tickets were in random books, people might start digging through them all to find the ticket. Potential for mess.

Carol Fagnan is extremely pleased with and appreciative of Karin and Laura’s help. Carol is concerned about the Cornell student doing research and writing a book to share. He will graduate in a month and will no longer be in this area. He will be going to law school. He would like to give a talk either June 4th or 5th. (That’s a Tuesday or Wednesday) He would like to do an in-depth presentation of his book on July 4th. The subject of the book is to explore how ideals fought for in the Revolutionary War are spelled out in the Declaration of Independence and our Constitution and how they were put into practice when the local government of the Town of Catharine was set up. When they were put into practice 5/15/1978. Basically it talks about the Founding Fathers (all men) that founded the town – funded by University of Geneseo. Geneseo has projects all through the area for anyone trying to preserve history. John is going to hand it off to our program director. May be problematic. Are there any local conflicts with July 4th (Thursday) activities? The student hopes to have extra books with him. Karin is to find out if Montour is having any July 4th activities or Watkins? Historical Society? If so, join them if possible VS doing our own event.

John is anxious to see the book and plans on writing a grant proposal for buying a bunch of copies of the book to be able to give them away.

Carol also gave John a reference list for the best books for history of this area; reference books and maps.

If we get a positive response from the community for student’s first talk (we’ll commit to the 4th or 5th ), we will support promoting him. It may cost us a little money to advertise this. Consider it programming and let Karin figure out the details. We should do something to make it a nice program. Baked goods/punch?

 5.1% CD is for 9 months this time. Roll it over? Yes. If we don’t need it now, roll it over.

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| Motion made to approve John working with Chemung Canal to roll over Certificate of Deposit that matures on April 31st into another CD for 9 months. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Sandi | Mike | Unanimously |

Meeting was adjourned at 6:53 PM. Next meeting: 6:00 on May 23rd at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary