**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**August 29, 2024**

**President John Parker** absent; Mike Sculin called trustee meeting to order at 6:00 PM in person at the Dutton S. Peterson Library

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

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

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| **ITEM 1 – Corrections or additions to the June 27th meeting minutes** | | |
| June 27th meeting minutes. Kevin’s name spelled wrong. No mediation for tax – should be “remediation” – Mike. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin | Jenn | Unanimously |

Secretary’s Report approved with corrections.

**President’s Report Combined with New Business:**

* No President’s report - skipped that item.

**Library Aide’s Report: (Laura Rowley) On back side of agenda**

*“Youth Report:*

*Laura continued weekly Story Times this summer (we usually pause until school starts) because our regular families wanted to continue visiting the library. We harvested and ate vegetables from the garden, made art projects, and had more child-directed book choices. Lisa Fernandez played music this past week and will return once more next month.*

*Summer Learning Programs had a wide range of attendance, from 0 to 250 for community day, but an average of 15 per program. We even had 14 teens attend Bubble Tea Making! Laura isn’t sure exactly how they heard about it or what motivated them to attend (besides all of them saying they love the drink). Programs that were focused mostly on learning such as graphic design and egg drop challenge did not have any participation. So in the future it seems important to emphasize the fun parts of programs. We also had a low number of consistent summer readers, but on the ones who participated read almost every day of the summer and will receive gift cards to the Bucket and instant cameras (thank you, Karin for ideas!).*

*Laura is working on building a collection of Decodable Books which help emerging and struggling readers with series of books, focusing on specific words sounds (similar to phonics).*

*Thanks!*

*Laura”*

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| **ITEM 2 – Motion to accept the Library Aide’s Report.** | | |
| Motion to accept. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Sandi | Deb | Unanimously |

Motion carried.

Laura’s last day is September 25th. Next meeting is scheduled for the 26th.

We decided because of Laura’s scheduling, that we will have a very informal – if you want to drop in and say thank you on the 25th between 3:00-6:00. Some people are bringing cookies, Karin is bringing fruits and vegetables. John is taking a collection – Karin believes he is going to get a gift certificate to Lowes to help with Laura’s housebuilding projects. Can give money to Karin or John.

Anything else about Laura?

**Job opening –**

* 5 applicants so far.
* John thought it was fine for Karin to set up and conduct the interviews herself. If any Board Member is interested in sitting in on those interviews, contact Karin.
* Position is posted on the library web page, on our social media sites, on the Schuyler County civil service site, STLS posted on their web page and Karin also sent a note to all the libraries thinking maybe someone would like some extra hours/make a little extra money. Also, Laura just posted it on Indeed.
* Of applicants so far: Some are fresh out of high school, so this would be like an introduction to the work force. No repeats from when hired Laura.
* Kevin suggested Saturday Story Hour. All in favor. That would be an opportunity to get those kids that are in school Monday-Friday and whos’ parents work during the week as well. Make sure new hire is willing and able to do Story Time on Saturday. That also would make us one of the only libraries to hold a Story Time on a Saturday.
* Still have another person running the desk on Saturdays to help with, or handle, the opening, cleaning up and closing of the library on that day.

**Maintenance Committee:** Mike hasn’t done anything this month. Nothing to report. He’s like to find out which cable company made the mess out there and ask if they’re going to leave it that way. It is not our pole or our wires but reflects badly on our housekeeping. Mike will find out who and ask if they are going to clean it up. Remodeling is not finished across the road.

**Director’s Report: June programming - KARIN**

June was a little slow. June tends to be slow because the kids are transitioning from school to summer.

July picked right up. Good attendance in the building. New library cards. Total of 5 adult and 6 juvenile library cards issued in June and July. Program attendance has been great – somewhat. Successful ones very successful (pride in Corning big turn out – that was in August). Big turn out for the Science Heroes program – collaborated with Montour and Watkins Glen. That was held in Burdett this year. Part of WG area of reach. The citizens of Burdett were very pleased to have a library program in their neck of the woods. Karin thinks they had 85 attendees. That’s all she has for numbers.

Question asked how the Community Days event went. Recapped what the library offered and noted that it was a big success.

**Upcoming** – back to school so we (our library and MF) are tabling at both BC Cate and Hanlon, and the high school – a meet and greet this coming Tuesday so families will get to come in and get to know the layout of the building and students can see where they’re going to going the next day. We’re going to be setting up a table for library card signups. Karin met Jess (MF) went to BCCate and met Jim Nolan (Deputy Superintendent); met with Jim and the three principals of the schools: Erica at BC Cate, Alicia at Hanlon and Kelsey at High School (said Jenn). Wonderful meeting – how we can better work together (Public and School libraries). School librarian is struggling (has all three schools and is one person) so we’re offering to help any way we can. Karin and Jess went a couple times this summer -- helped her reorganize the library. She had/has really old material. We threw out a lot of books. MIKE: Is there a separate library in each school? KARIN: “Yes”. Meeting went well. How we can be a part of helping teachers and classrooms; collaborate more. This was one of the things to get kids signed up for library cards. Maybe they will bring kids over to the library for field trips in the future. Laura had done readings at BC Cate before and Hanlon a few times; and Karin had read in the special education classroom. In October, the first Tuesday (October 1) - Coffee and Danishes at the library from 7-8:00 am for teachers and administration staff to stop in, have a coffee, check out library on their way in to work. MF hosted them at the end of the term last year. They stopped in, had a quick chat, walked around... Gets them in the building. If anyone wants to be there from the Board to meet the teachers and/or administrators, feel free.

**For upcoming programs** – that’s all Karin has. Not much programming in September. 1) With Laura leaving and 2) we historically haven’t done much in September as we are recovering from summer and use September to plan. Don’t typically get a lot of traffic with the kids back to school and parents getting schedules ironed out.

Last thing to report is I am writing a grant – we were invited to a grant – to fund an overhaul of our juvenile non-fiction books. It would be for $5,000 to replace or add to our non-fiction collection. That is not due until October – Karin will update with the name of the grantors and where she is in the grant process at our next meeting. MIKE: Do you know when it will be awarded? KARIN: Awarded in November. Due in the end of September and get notified and November is when awarded. Karin has been researching the age of our collection. Doesn’t know how competitive the grant is. She hasn’t aged collections at any of the previous libraries she’s worked out so doesn’t know how to compare ours. 43% of our NF books are older than 10 years and that information goes out of date real quickly. 63% are eligible for weeding out because of poor condition, no circulation whatsoever and out-of-date information (ie. Countries, geography that changes) 63% of 927 books. In this building, have around 6,000 physical materials. 900 of them are juvenile non-fiction and 63% of those are eligible to be weeded out. So Karin would like to have this lovely grant. Karin hasn’t started weeding any out because if we don’t get the grant, we will have nothing left. Juvenile non-fiction materials are very expensive to purchase.

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| **ITEM 3 – Motion to accept Karin’s report.** | | |
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| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Sandi | Unanimously |

Report is accepted.

**FINANCIAL REPORTS: Sandi**

And Apollogies. “This is a condensed version of the financials.“

Attached an email correspondence she had with Pam. Has not received July’s report, has the bank statement so she did what she could; but couldn’t do much because she needs to see the report for July. June she didn’t send the whole report so Sandi listed on there what she needed from June. And a couple of these items are what she presents in our package every month. She doesn’t have some of that information either. What she does have is June Detail of Revenues and Expenditures. Only back up she has -- doesn’t tell you what was spent or anything because she doesn’t have that yet. Sorry. She held out as soon as she could. Sandi beat her up enough that you didn’t get it so it’s not on you. Sandi is working on June and July so she doesn’t even know where we left off … Sandi did send out May’s but wasn’t here so doesn’t know. She might have to catch up next time. KEVIN: Meeting minutes in June say “nothing was reported”/Sandi absent … May – year end information. Sandi will look into for next meeting.

SANDI: Looking at the bank statement here, go down to June 1 for the Village – ending balance in May was 56,093.09. That’s what we had left over. That’s what she’s assuming and actually that is what it is/was. SANDI had June’s information so she was able to get the expense out (how much was expensed out during the month) so through June, we have a balance of 60,113.40 balance. June – a bunch of grants were deposited so the reason that they’re not being deposited into our DSPML is because – only reason we started doing that was because the funds go over fiscal years and when Pam closes, she does not hold over any of that money. Everything goes. So that is why we have the grant started in our checking account but talking with Karin, anything that she can expense in a fiscal year is going to Pam. This round was everything. Summer Reading Grant - $3,000; Odessa Community Days - $400; Adventures in Art and Nature - $5,000. Dividend back from Utica – National Insurance for 319.95. Book Sales $331; copier/fax $53.45. Interest – 185.32. $60,113.40 total. Beginning balance for July is $60,113.40. SANDI has nothing. Shaded it in and left description from above …

Has interest income $203.56 because Pam provided Sandi the bank statement. So we have 60,316.96. Now has a note over here that as of noon on 8/29/2024 – I have not received the Village report for July to verify income/expenses. As of 7/31/2024 – DSPML Village bank statement has an ending balance of $49,020.74 so – that’s what the bank statement says and they are supposed to jive.

SANDI “going backwards here”; then up at the top, our Capital – Not much going on there for June

Interest income of 147.48, which is good. Getting more than $1. End of June $32,601.07 and in July we had deposit in Memory for $100 (don’t know who for); 7/5 deposit. Have deposit in Memory of Rose Cook. $25 from Gail Greuber. No interest because that’s done quarterly. Ending balance as of July 31st, $32,726.07.

Checking -- beginning June 1st - $26,821.62 – Haven’t been doing much with this cause all grants are over there. Martha Gibbs was from the “Quickguards Grant” – felting/sheep sheering class $250. Interest income of 40.92-- leaves with June 30th ending balance of $26,612.54.

In July, start with JG Franzese Enterprises. So this was from that STC eligibility grant previously allocated for our bathroom remodel -- $9,561. That was a deposit for the work that they’re going to be doing. For ramp or something? There was a contract that Sandi was not a part of. John wrote the check. Maybe Karen knows. This JG Franzese. The deposit? $9,561 – John wrote a check for the ramp. That was a deposit for the work as they wanted that up front. Don’t know about the final amount. Do we know when that work is supposed to get done?

REGARDING THE WORK TO BE DONE BY FRANZESE/CONTRACTOR: The entrance and ramp project.

**Discussion/Conclusion:**

* Cover letter – Jenn found. A letter that says “We are pleased to be able to offer the following proposal – include all labor, materials, work … dispose of existing entrance door … put in steel railing … provide and install a new entrance … door included … handicap push bar … seal and stripe existing parking area … for the lump sum of $19,122. (This appears to be the actual contract).
* The letter includes a general scope of work and a total cost of $19,122.
* Discussion concluded that the proposal was not written well and was/is too vague. In the future, there should be definite parameters to what is to be done and when. Phases of Work and Payment Schedule. What is included in each phase. When work will be completed. When payment(s) will be made. Also, in the future, we need to have more than one bid.

SANDI: Just changing gears while waiting for Karin. Under our savings account: Capital Account: in Memory deposited on 7/5 – Cheryl Larson (was just a donation – not in memory of anyone). SANDI will update that. Cross off “In Memory” as Sandi just assumed, and insert “donation”.

**KEVIN: The donation in Memory of Rose Cook should go in the minutes as she was an important part of the library.**

Karin found the contract. No comments.

SANDI: Kevin brings up a good point. Gail Greuber wrote to Karin/Sandi/John – a little note. JENN read aloud: “Enclosed is a donation in memory of Rose Cook. *“Enclosed is a donation in Memory of Rose Cook. Rose was my predecessor at the library. She worked there for five to six years before moving on to the school library so when my kids were really tiny, Rose was their librarian. She also taught me many things about the workings of the library. She was a sweet and gracious person. If possible, please let her husband, Tom Cook, (she gave an address) or her daughter Tracey Gavich know that I made a donation in memory of Rose. I am going to be in town next week and will stop by and say hello.”*

JENN: “She does provide an address if you want to send a little card to them which Karin did since she’s so awesomely on top of things.“

Lump sum of $19,122… comes out of the ALA $20,000 grant LTC accessible grant previously allocated for the bathroom remodel.

KARIN: “On the same note, we have been approved of the State Construction Aide that we applied for to go toward the bathroom upgrade. When we had Brian visiting, we talked about it in our meeting. So that grant money will be coming in. We will put it wherever Sandi puts it.” SANDI: “Into the checking.” KARIN – If we don’t need to touch it until 2029, we can use it if we want to upgrade the bathroom in this building, but since we’re looking into moving, we may be able to put it over there, we’ll figure it out as we go. Since we’re not touching it, why can’t we put it into a CD?” ALL: “Great idea.” Karin said that she just received a note from Brian so should be getting it. SANDI will do that when we get it. John has done that in the past. They give you a print out of CD information, when matures, blah blah blah...”

MIKE: “When that money shows up, we’ll have to authorize John to do that.“

**When Sandi gets July reports, she’ll present this again.**

And then we have the vouchers: July and August

“Which sheet? Called Prepaid vouchers. That’s carry over from Gail Greuber. These were probably done differently but Sandi left title the same.” MIKE: “these show June through September right?” SANDI has question for checking account -- $25.25 purchased at TOPS. Doesn’t have a receipt. She’s assuming it was probably food from the Walmart grant. On 7/19. That might have been the one you just signed. TOPS for $25.25 – KARIN: “I know it is program”. SANDI “Usually you are Tops, Aldis, Walmart” KARIN: Wegmans this time. Take it out of the Walmart. Sandi will revise that on report. KARIN: “We are closing out the Dollar General Grant next week. Should be all done with that. Village $3,000. We had a little left over so we’re going to get permission, hopefully, and buy virtual reality headset. JENN: They have them at BOCES. They’re really cool. Kids at school absolutely love them. You can go on an adventure… can go to the zoo, a museum, a different country, … can ride roller coasters, ocean, etc. “

ANY QUESTIONS? SANDI apologizing for not having all the information. KEVIN suggested that we just hold off on approving Financials until complete report?

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| **ITEM 4 - MIKE: Entertain a motion to accept just what has been reported June-August.** | | |
| With revised/condensed version reported -- until we have answers to all questions raised. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin | Deb | Unanimously |

Condensed Financial Report accepted.

**NEW BUSINESS:** Asked the Village to replace the storm drain and grading that was draining the side of our building but they haven’t done that yet. They said they have to order another basin and gradings because they used or threw away … nothing about the sidewalks mentioned specifically. But at least there was a drain to drain it. Deb Albro said she took a hose to the sidewalk and cannot even get the dirt to come off. Terrible. No place to go. It did drain into the grading in the corner but when they took the grading out when they put in the new storm drains … not good planning on someone’s part. But we do need to have the sidewalk raised up to a grade level that will drain cause it won’t drain the way it is now. They promised to put in two basins and storm drains, I don’t know exactly where. One where the old one was but the other one I don’t know. Somewhere along there. They have promised several times to John that they will replace the sidewalk but nothing yet.

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| **ITEM 5** | | |
| Motion to Adjourn – 7:02 pm | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Sandi | Unanimously |

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary