**0Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**September 26, 2024**

**President John Parker** called meeting to order at 6:00 PM in person at the Dutton S. Peterson Library,

**Roll Call:** Present: John Parker, Karin Thomas, Gail Sgrecci, Jenn Stevenson, Deb Albro, Kevin Greuber

Absent: Deb Yeager, Sandi Boles, Mike Sculin

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

Read Letter from Laura aloud:

“Dear Dutton S. Peterson Memorial Library Board,

I’d like to share this letter as I exit my position as Library Aide. I learned so much in this role by having the opportunity to try new ideas, collaborate with Karin and other Schuyler County libraries, and get to know the Odessa Community. I’m sure this role has provided me with the experience I need to be the director of the Lodi Library.

In reflecting on my responsibilities as Library Aide at Odessa and considering the future staff who will work this position, I would like to advocate for a higher starting wage. The Library Aide position is a highly professional one, requiring grant writing which adds income to the library budget. This work is very demanding intellectually and should be compensated as such. This job also requires creativity, digital literacy, and a high degree of social skills by interacting with difficult patrons. In addition to these requirements, the cost of living in the Finger Lakes is already high, on top of ever-increasing inflation. Personally, I struggled to afford to live on the wages I made while working at the Library. According to the MIT Living Wage calculator, the living wage minimum for Schuyler County is $19.97 per hour. <https://livingwage.mit.edu/counties/36097>.

Therefore, I would highly encourage the board to start the new staff’s wage as close to this number as possible. If staff cannot care for themselves, how can we expect them to care for our communities?

Thank you very much for our time together,

Laura Rowley”

**General Comments**

* Montour Falls Library cut its hours.
* John will press for another 10% in the budget next year because we are open and show what we do for the community. That shows we are doing those things for the library.
* Double check if Montour Falls and Odessa have to be on the same budget item. STLS suggested years ago that they stay together. Kevin thinks we could separate them though. We don’t want anything negative in Montour Falls to ripple to us. (140K MF vs 90K Odessa budget)

**“Children’s Report August 2024 – Karin Thomas:**

Story Times in the month of August brought in 17 participants. Lisa Fernandez was a guest at one Storytime that brought in 8 participants.

We are looking into possibly moving the story time from Tuesdays to Monday mornings where it would not conflict with either HFL, MFL or WG story times. We will also add one special Saturday story time each month, starting on October 26th and possibly add more if the interest is there. WG has Saturday story times now and they are well attended.

August programs:

Tween/Teens: Teen Café brought in 14 people! They made bubble tea.

Game Night, 9 participants. Borrowed Nintendo Switch from STLS

We will definitely be offering these programs again! We also purchased a VR headset to add to game night with funds from the Dollar General Grant.

End of Summer Reading Party: Collaboration with the Montour Falls and Watkins Glen Libraries held at the Odessa Carnival Grounds. 75 people participated in the painting Messtival, the Winterberry Homestead Travelling Farm, and Circus Culture.

Odessa Community Day: 250 people visited the library’s booths. Facepainting, screen-printing, friendship bracelet making, and the button maker were offered and well attended. Special thank you to Jenn Stevenson for all your help on that day!”

**Director’s Report:**

Franzese gave Karin a date of October 7th to start the ramp project.

October Events:

* October 1st - Meet and Greet with OM administrators and staff 7:00-8:00 am.
* October 15th – Candle Dipping project at the Fire Hall. All ages allowed – with Winterberry Homestead.
* October 18th – (In Montour Falls) Witches Ball. We are tabling with Watkins Glen Library making river-rock bracelets. We have enough craft items for 100 people to make something.
* Juvenile Non-fiction: John Henry Eldred Foundation Grant. Asked $5,000
* United Way Spaghetti Dinner – Karin passed out 4 tickets at $15/each – total $60 is our donation.
* November 2nd – Memory Café for caregivers, etc. at the Montour Falls Library. COSAC grant through STLS will host program. Office of the Aging severely understaffed. In need of help. We should help in any way we can.
* Sexual Harassment Training is due.
* Training a new volunteer person. Felicity Wright. (Karin needs help with Laura gone). She will work along side Barb Saturday to learn. She can do 2 Thursdays and 2 Saturdays per month.
* Library sign needs to come down and be remade. Karin spoke with Steve but he no longer has access to a cherry-picker. We need to figure out how to get the sign down. Replace it with a sign that says “Celebrating Since 1986” possibly. Deb A. will talk to Tom Morgan about getting the sign down. Put sign on the ground at least. We can update it or make a new one. New clerk said her husband makes signs. Maybe he would update or make a new sign for library.
* Is there a grant writing training we can have Stacy attend? Stacy did work on one with Laura yesterday. DEI for Co. up to $500 for diversity equity inclusion equality. Get books about disabilities. Some money to get American sign language person to come in and do a class.
* Question raised if anyone was welcome to go to the grant writing training. Yes if you’re library employee or Board member.
* Karin would like a new chair. Hers is broken. She likes the kneeling ergonomic chair. Wooden for $105 at Amazon. Out of library office supply budget.

**Maintenance Committee Report:**

Neither Mike nor Deb Y. here so no report.

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| **ITEM 1**  |
| Motion to approve last month’s minutes.   |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Deb A. | Kevin | Unanimously |

**Financial Reports:**

* Sandi swamped with Cornell budget work.
* General
* John asked the bank and they agreed to give interest on our checking and savings accounts.
* Have not received tax money yet. That should add an additional 91K.
* Read through financial statements. (Attached)

Library Income and Expenses – May 2024

Library Income and Expenses – REVISED June 2024 and July 2024

Library Income and Expenses – August 2024

Village of Odessa Library Fund – Detail of Revenues – May 2024

Village of Odessa Library Fund – Detail of Expenditures – May 2024

Village of Odessa - Library Fund Cash Disbursements Summary – May 2024

* What is building staff? $111.15. That is what we pay the Village for Pam.

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| **ITEM 2** |
| Motion to pass May Financial Reports. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Jenn | Deb A. | Unanimously |

Village of Odessa Library Fund Cash Receipts Summary – May 2024

Village of Odessa Library Fund – Detail of Revenues – June 2024

Village of Odessa Library Fund – Detail of Expenditures – June 2024

Village of Odessa - Library Fund Cash Disbursements Summary – June 2024

Village of Odessa Library Fund Cash Receipts Summary – June 2024

* **June report questions**: “What was the library system grant $8,400 for?” asked Kevin. “Cost sharing for STLS that wasn’t in our budget” John says. Kevin suggested brainstorming some fundraising ideas. Game or BINGO night – it was brought up that we would need to get a temporary gaming license to do something like that. There is trivia everywhere … not bringing in much.
* The book sale from Carol. She’s struggling with Bennett at the moment as he is not getting the book done so it can be published. She and Bill are planning to pay for the books for us to sell. No cost to us.
* John asked where Karen was on taking the notary test? “Not yet” Karen said. John would like Stacy to take/get notary as well.

Village of Odessa Library Fund – Detail of Revenues – July 2024

* **July D. of R. comments:**
* $8,400 is in there as numbers are year-to-date.
* Unearned Balance = $84,724.72 (or 89.9%)

Village of Odessa Library Fund – Detail of Expenditures – July 2024

* **July D. of E. comments:**
* $16,542 included employee benefits, etc. (Cumulative Reports - 84.3% of budget out now)
* IT – big one. New computer for Karen

Village of Odessa - Library Fund Cash Disbursements Summary – July 2024

Village of Odessa Library Fund Cash Receipts Summary – July 2024

* **July C.R. comments:**
* $203.56 Interest earned.

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| **ITEM 3** |
| Motion to pass June-July Financial Reports. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin | Jenn | Unanimously |

Village of Odessa Library Fund – Detail of Revenues – August 2024

Village of Odessa Library Fund – Detail of Expenditures – August 2024

* Talk to Sandi about these cumulative totals. It is difficult to see where we are at month by month without looking back at all at once.
* Detail of Expenditures 77.9% at end. We can see how we are doing that way.
* Karin wants to ask Sandi about Item L7410.427 LIBRARY – OTHER PROGRAMMING. $1,577.42 USED – only 21.1% left. Need to check. As long as money is sitting in another budget, it is ok; but if not, need to know how/where money is going.
* Do we have to vote on changing buckets/budget money to other programming? Do not think we need to. KEVIN: Ask Sandi for IT equipment in July. Over-spending and in August we have a credit. 102.43. That’s an important question for September Reports. Detail of Expenditures L7410.434 - $1,000. -$102.43?

Village of Odessa - Library Fund Cash Disbursements Summary – August 2024

* We should know what we are paying for (as far as the Village is concerned). Jerry was asked to itemize what we are paying for last year and has not done as of yet. There is a new clerk. Maybe it is a good time to revisit that topic and ask for an explanation.

Village of Odessa Library Fund Cash Receipts Summary – August 2024

* IRS fined us $4,000 for 2021. Government said we did not file our taxes on time. We are “tax-free” so we should not have to pay. John asked Rob about but has not heard back anything. John does not think we will have to pay.

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| **ITEM 4**  |
| Motion to approve Sandi’s August 2024 financial reports after clarification. Why + to - ? (D. of E.) |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Deb A. | Kevin | Unanimously |

* October 24th is our next meeting.
* November meeting would be on Thanksgiving. Do we want to have the meeting on the third Thursday of November?
* Christmas Party? Do at 11/21st meeting instead of Thanksgiving? Mull it over and check back at the next meeting.
* 10/7/2024 ramp project supposed to commence. $20,000 Franzese project. $200 left in grant. Purchase a handicap parking sign and put it in the last spot. The ramp is to go along the building from that last parking spot.

**Meeting adjourned at 7:11 PM. Next meeting: 6:00 on October 24th at the Fire Hall.**

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary