**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**February 29, 2024**

**President John Parker** called trustee meeting to order at 6:04 PM in person at the Dutton S. Peterson Library,

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

**President’s Report:**

All trustees present signed Oath (renewed Oaths).

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

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| **ITEM 1** | | |
| Motion to approve January 2024 meeting minutes. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Deb | Unanimously |

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

The library had programs including Lisa Fernandez’ Story and Song, Belin (Bilingual) Dental Health Storytime, the 3D program was rescheduled to March due to sickness, 3/12 will add a second 3D class, and Mary DeWalt lead a sewing class where they made tote bags. (They are going to make a pillow case next time.)

Laura/Karin applied for a grant from General Dollar. You are allowed to apply for 2 consecutive years, then a gap year must be taken. A maximum of $2,000. $500 can be used for summer reading prizes.

Laura continues to work on AR labeling.

Laura/Karin working on the summer learning schedule.

**Maintenance Committee Report:**

New car bumpers/stops arrived and are installed. Odor is gone now. There are two stakes in each to hold them down. Mike will finish staking.

**Director’s Report:**

Numbers are up.

Referring to the meeting agenda, Karin made some changes in the tables:

* “Holds” section. The table was laid out 1) holds filled, 2) holds received, 3) holds placed; revised to now show 1) holds provided, 2) holds received.
* “Program Attendance” section. What column was titled “mixed” is now “General Interest”.

Karin submitted the United Way grant application. The United Way is short of funding so low hopes to get the grant. The annual report is mostly done (Sandi and Karin are working on it). The reports do not reconcile but Sandi reconciles the reports monthly so doesn’t know exactly why the year-end does not reconcile.

Interest last reporting year (fiscal year May 2023).

Numbers were compared from June 2022 and May 2023. Our visitors have increased:

* From 2,800 to 3,200
* Storytime attendance: 110 to 215
* Teen Programs: 1 program to 27 programs
* Adult Programs: 21 programs to 40 programs
* Total programs 140 in 2023 vs. 67 in 2022. Program attendance was 1,301 in 2023 vs. 532 in 2022. (Fiscal years).
* Website Visits: 856 to 2,000 (Current goal is to get the website up to code. Karin will be working on that).

Karin asked for addition to the budget: She would like to purchase 4 empire park passes with grant funds ($80.00 each). Can we use our subscription budget for park passes ($320 total)?

Ask STLS why Sandi cannot print with library printer while using her new computer. It will not connect. Can STLS set that up so it will work? Mike asked “can STLS put the printer on “admin wi-fi VS public wi-fi? Separate PWs.

BATHROOM ADDITION PROJECT: Mike has not been getting much response from other contractors. Material costs are way up and discouraging interest.

John got tax levy letter signed by Montour. It is ready to be mailed to the School District.

Karin’s Proposal: John and Karin are meeting with Brian on 3/28/24.

Forgo doing the bathroom and focus on expanding the building. Next year ask for larger construction aide. Put towards bigger project (the ALA $20,000). Karin will ask them if they will fund a front door project, ramp and guardrails. Brian said because don’t pull plug. Fully put aside. Rewrite scope. Ask for more money 3/28 meet with Mike and Karin to see what that project would look like. Worst case scenario is we have to give $20,000 back. ADA focus in making facility ADA approved. A chance they could say no. May have to submit another grant – worst case scenario.

What is the Village set back? How far back is “build line” from boundaries? Sidewalk – that is ADA IF we have to pay for it, could we use $20,000 for it? (Only do after Village water/sewer line work done). Use $20K towards that if we can.

Who do we offer the front door project to? Ask Franceze if they would be interested at whatever price we say. (Under $20k)

Wait on quotes for that.

We are losing the patio and book barn. Approach mayor and ask about Village property across the street. If the Village would be interested in selling it to us cheap. We could use that building and space to do “green” programs, put up a pavilion, have extra parking. Deb Albro is waiting to approach Jerry on our behalf. We asked her to wait until after our meeting. John would like to be with her at time of discussion if she talks to Jerry.

Mike asked if we would want to move the book barn and put next to the front door on the corner? No was general consensus; would lose a parking space.

We do not NEED to vote on NOT doing our bathroom project but everyone present agreed so we did:

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| **ITEM 2** | | |
| Motion to pause activity on the addition. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Sandi | Deb Y. | Unanimously |

**Financial Report: Sandi**

Page 1 – February 2024 DSPML Board Meeting: Pre-paid Vouchers toVillage

* Not much spending this month: Programming, book buying, 3D classes, hard drives …

Page 2 – Dutton S. Peterson Memorial Library Income and Expenses: January 2024

* One deposit in Capital/Building from Lois and in Nadine Crippen’s memory. Balance $32,081.99
* Walmart Grant for special storytimes (early childhood literacy)
* Earned $0.48 interest
* End with $26,822.87 balance plus $50,000 CD that will come back into building account
* $98,165.29 from Pam’s sheet. A lot of deposits (more donations in Nadine Crippen’s memory and $500 from Rob Halpin. Hiram Lyon just gave a donation of $35. Question: Why did the donations go to the Village?
* AUDIT: The audit was done externally 2018-2019. Mike has not submitted an audit since we decided to self-audit. Mike will do that.
* Since the Village is earning more interest, keep the donations going there.
* What is $369.73 for? Adjustment to cover EFTPS (federal taxes). That amount would be reversed in February. Interest of $353.61 on Village monies.
* $90,332.97 End Balance

Page 4 – Village of Odessa – Library Fund; Cash Disbursements Summary

Maps to what was expenses in January $8,576.20

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| **ITEM 3** | | |
| Motion to approve financial reports. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Gail | Deb Y. | Unanimously |

**Page 6 – LIBRARY FUND EXPENSES – (BUDGET DISCUSSION FOR 2024/2025)**

* $18/hour Laura. Everything in yellow are amounts adjusted
* Audio books – Reduced to $200. Does that leave enough money? Lets leave it at $200. ($1,300 not used)
* Add Empire Park Passes – line item for $320. (That leaves us with $980 from the $1,300 not used)
* Serials left at $150. Consumer Reports and Reader’s Digest. Maybe get Highlights Magazine for kids since not getting the Star Gazette any more.
* IT Equipment - $0 there. Do we want to put any money there? Karin can talk with Nick Allington at STLS again. There is a grant from Southern Tier Libraries in the amount of $1,475 that is specific and can be used towards public computers.
* We should have a policy and use it. Current policy says replace computers every 3 years. Cornell does every 4 years now. We should follow our policy if we have one. Laura’s computer is older than Karin’s. New hard drives were just put in both and they have helped. The computers are working ok. We need two new computers as the ones being used are from while Gail Grueber was here. Sandi brought up Apalachin Grant – it is not out there right now. Quote Karin got was $847 plus $160 for monitor. Karin and Laura both would like camera and microphone on the new computers. We would need approximately $2,000.
* $1,550 reduced budget minus $320 for park passes leaves $1,230.
* The budget is due by April 1st. Sandi has to have it to Pam by then.

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| **ITEM 4** | | |
| Motion to authorize $1,000 for Karin to purchase a new computer this current fiscal year AND authorize $1,000 increase in budget for next year (2024-2025) in “IT” budget category. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Deb Y. | Unanimously |

* (Karin to check again with STLS. If money is there, look at a monitor as well. That price should also include keyboard and mouse)
* Are we done with budget? John says “yes” but we could tweek it at the next meeting as long as Sandi has not given it to Pam.

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| **ITEM 5** | | |
| Motion to approve the 2024/2025 budget as it stands with tonight’s revisions. (Sandi – do not submit to Pam though until after John meets with Brian on March 28th. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Deb Y. | Unanimously |

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| **ITEM 6** | | |
| Move to adjourn. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Deb Y. | Unanimously |

Meeting was adjourned at 7:15 PM. Next meeting: 6:00 on March 27th at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary