**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**January 25, 2024**

**President John Parker** called first trustee meeting of the 2024 season to order at 6:06 PM in person at the Dutton S. Peterson Library, (Session was recorded for the purposes of generating accurate minutes.)

**Roll Call:** Present: John Parker, Karin Thomas, Kevin Grueber, Mike Sculin, Gail Sgrecci, Sandi Boles, and Jenn Stevenson. Absent: Deb Albro and Deborah Yeager (Lois no longer on Board after serving ten years)

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

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| **ITEM 1** | | |
| Motion to approve November meeting minutes from meeting at the Fire Hall. (Only correction is the meeting was at the Fire Hall, not the library.) | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Jenn | Unanimously |

**President’s Report:**

John called our Attorney and was told that the Dandy was “out”.

**[Email to John P. from Attorney Robert Halpin: (Rob said he knew Randy’s attorney and would reach out to him; this was the response)**

“John –

I spoke to George Winner, who is Randy Williams’ attorney. George spoke to Randy’s executive assistant, and she told him Randy is not interested in selling any property. He said that they had been approached by the library several times and have always told them no. It sounds like this is not an option for expansion.

Let me know if you want to discuss.

Thanks, Rob.”]

Conclusion: Dandy is out for any expansion ideas at this location.

**Children Coordinator’s Report:**

Karin read Laura’s Report (“Library Aid Report”).

December recap.

* Made handmade greeting cards
* Made ornaments
* Had a Board Game night
* Two 3D printing classes
* 16 programs including story times, etc.
* Taking January slow as December was very busy.
* Got a $600 Walmart grant for “special” story times. Adding bi-lingual (Spanish) story times: Belin Lynch with songs, etc. (Belin also is a new volunteer at the library); and Song and Story with Lisa Fernandez and we will have Tanglewood also.
* Laura is also adding AR (Accelerated Reader) specific stickers to mark all the books here so kids can come and ask for specific levels. She’ll have books marked and a list of what books do/don’t qualify. We don’t know what reference Laura is using. Maybe STLS has a listing she could use to help her; a report of some kind so she doesn’t have to go through each book and look up individually.
* Sewing Workshop Intro – 6 people signed up for next Tuesday (all adults). (Workshop was scheduled for last Tuesday but was cancelled due to snow.) They are going to make tote bags.

**Maintenance Committee Report:**

Mike put a new flag up the flagpole. A United States flag. A windstorm knocked the old one down. We had a complaint about it from someone the next day. Mike had it replaced immediately.

Mike brought to attention a problem with the parking bumpers out front. Snowplow is knocking/dragging them out of position. We need to get concrete bumpers or something so they will stay put. Get driveway marker posts/sticks maybe to mark them so the plow driver can see where the bumpers are, even under the snow.

Drawings from Franzese Enterprises were passed around. There were a couple of obvious mistakes. They drew 8’ by 8’ box. The door they drew to enter the bathroom conflicted with the kitchen location. We concluded the door could be moved to the north side of the west wall in the drawing and work the same (just “flip-flop” drawing). They didn’t measure where our existing walls are and just drew the picture of the bathroom.

Further discussion on recollections of what the size of the addition was going to be. Some thought it was supposed to extend the length of the building from the entry door to the back (south) corner. Others thought 8’ x 8’ was correct. Questions if the addition were to extend the entire length to the corner: What would happen to the kitchen window?

We discussed concerns/thoughts, and Mike made a rough sketch of the footprint of the bathroom and is going to get at least one more bid from another contractor. The drawings did not show how the addition was going to be connected to the building other than the door is in the existing exterior wall. The drawings were also vague about replacing the entrance door. Their drawings mislabeled some aspects of the addition related to the corner post designed to hold the corner of the roof that will cover the addition and overhang the entrance door. Plans say it is the north side looking east but it isn’t. It is the north side looking south.

Franzese Enterprises included their bid and it is $10,000 more than was originally quoted. They said they made a mistake with their original plan and in order to correct it, it raised the cost. General comments about how they should be required to honor their first bid but no plan decided on to hold them to it… just not good business on their part. A problem with increased cost and size is that when Karin applied to NYS, she told them we were disturbing an 8’x8’ section. She can talk with Brian to see if we could amend that proposal easily or not.

Jenn suggests if the Dandy is out, why make a big, more expensive addition if we will be leaving anyway? Mike commented that it would not be a waste as it would increase the value of the building. John doesn’t think we need Board action for Mike to look into other contractors and size/addition comparison. Quote is up to $58,011. Mike is hoping to be able to find someone else interested in doing this job as It is not a large job. Thanks for doing that Mike. Mike will check the cost of just the 8 x 8 room. The full length of the building is out because Karin made the application to STLS for just the small area, and it would require resubmitting applications to make any changes. Is it worth it – to go through steps and make the larger addition? We decided that it won’t hurt to get a quote for both addition sizes and we can continue the discussion with more information at the next meeting. Building costs approximately $300/square foot now. We will need Board action if we decide to change the contract at the next meeting. Drawings to be inserted into meeting minutes.

Only one door is ADA compliant. Are we satisfying grant by only replacing one door? (The old front door is only 30 inches). Maybe change what door we replace with this project. Put ADA compliant door on the front door instead of the back one? Karin’s plan through ALA grant is to apply for automatic door next year. We need to figure out what order to do these changes in. The current ramp is not compliant. Mike suggests adding a lower rail along the guiderail to keep anyone from going off under the single top rail. Are we satisfying the grant by only replacing one door with this project? Karin will check what the requirements are to comply. If we need to spend extra money, we agree that we should spend it on fixing the front door and ramp. Maybe use that as a bargaining block with Franzese as he raised his quote – he should throw in the front door as “good faith” gesture. Poor customer service; Franzese should have “ate” the increased cost if they made the mistake while figuring their first quote or at least divided the difference. (Pouring a cement floor vs making a crawl space is their rationale for raising their quote.)

**Director’s Report:**

The $10,000 additional cost of the bid and adding a door changes things. Too much money. Franzese should throw in the door and ramp. They’re pouring a floor vs leaving a crawl space. That is their excuse for the increase in their bid. We will need to make a motion at the next meeting if we want to change the vendor.

Read over Karin’s numbers provided on agenda handout.

Sandi would like the letter from the woman next door (DeWalt) complementing Karin/Laura/Library for its programs, etc. to be posted on the website and maybe framed and put on display. People should see it.

Karin -- website. Minimum standards for the website. We are not compliant. Karin attended the webinar. Karin will bring information to the next meeting regarding standards. An example she gave: Meeting agenda posted early, and minutes should be posted within 48 hours among other things. Public documents is a section on the website through Google drive. It had budget, minutes, tax levy … John was posting them but then something happened -- google host changed or something and John cannot access anymore. “WORDPRESS” is the program used. We need to have a more formal habit/system of being compliant and we need a volunteer to keep up the website.

Computers: Karin and Laura have new hard drives; covered by contract for 1 year; after that, they’re not covered so we need to maintain them until they die, then purchase new ones (staff computers). Public computer came down with a virus. Called STLS. It was not an STLS supported computer. Gail Grueber had purchased it. (Gail got the computer before STLS was providing equipment.) That is now gone.

New public computer quote: $847 plus $160.50 for monitor. It’s an all-in-one. Should Karin order now or wait until next fiscal year (June)? Quote from DELL Technologies expires 2/16/2024. (Also keep the old one in the corner now so would have two computers for public use. STLS will provide support for those two.) Discussion as to whether that quote seems reasonable. It is probably not worth spending a lot of time researching the quote. We need a computer that the STLS system will approve/support. Questions to ask the computer salesman: The next Board meeting is after the quote deadline; will they extend cutoff date to keep price for us until the next Board meeting? And find out if it is a “stand alone” or can it be used as a smart station … can the programs it contains be used to network to other “dummy” stations in the future for cost savings?

Can we bookmark book sales towards new computer?

**Financial Report: Sandi**

Library Fund Expenses – (Yearly Budget Table – 8.5 x 14 sheet)

We went through line by line comparing year-to-year and looking at proposed budget for 2024-2025. A general explanation for each line item is printed to the right of the table.

Specific comments: (Sandi used 3.65% increase for proposed budget 2024-2025 numbers)

* L7410.141 Personal Services – Librarian - Sandi added 3.65% wage increase. (Explained to right of table.)
* L7410.142 Personal Services – Building Staff – Village @ $200: Village Clerk @ $100/month. Jerry was adamant that the Social Security comes from us, not from Village (6.2%) (1.45% Medicare). So it is $107.50 budget for Pam – not $100. We need to make sure that is reflected in the budget.
* L7410.144 Personal Services – Cleaning. Did not budget anything for cleaning because this year Laura and Karin currently shared cleaning responsibilities and Karin is ok continuing to do so.
* L7410.406 Advertising – Left at $1,500. Actual 2022-2023 cost of $111 seems low. Something must have been recorded somewhere else. Grants pick up the advertising often.
* L7410.413 Serials – magazines. We don’t get newspaper or on-line Star Gazette. No one reads. Don’t need for budget? Other options for papers? Karin updated Readers’ Digest to large print edition. Still getting Consumer Reports. We need some money in there but maybe not $400.
* L7410.412 Audiobooks & DVDs – Audiobooks are expensive and not readily used anymore. We have the sharing system now for audiobooks. Not buying audiobooks anymore and the DVDs “walk away”. Montour Library carries audiobooks and DVDs. Policy should be changed. Should there be a shorter time before they are charged as missing? Books are not charged late fee but after so long, you get billed for the book. Karin will look into what to recommend to protect DVDs. Lock cases, RFA chip to beep if they try to just walk out with a DVD? Currently at $1500 but we haven’t used much this year. Do we decrease or put somewhere else.
* L7410.427 Other programming - $2,000. Want to keep that in case anything comes up.
* L7410.429 Other Misc. (ARTS) – GRANTS. ($1,900) Pam put the $6,000 for summer programming on revenue side of the house. We deposited it at the Village and Pam is the one cutting checks on all the stuff. Pam recorded in Revenue Grant category but didn’t do the other side of the house. She did it incorrectly. There should be $4,100 more. Kevin noted that it is on the other side under Library grant. Slightly confusing but is all shown there. Sandi will add a “grant column” for programming to make it easier for Pam to account for. Sandi will go back to June 2023 to show accurate numbers.
* L7410.434 IT Equipment – (5 year plan) IT or is it Technology? Technology would be cost share, phone, … We did not budget anything for the computer. Have Pam move money from other operational and maintenance expense account to IT. Then there would be money for a computer.
* Karin commented that the water usage bill should be up for December/January as someone left the water on/broke the handle off over the weekend.

It was commented that we can move money in budget to different categories.

Library Fund Revenues – (Yearly Budget Table – 8.5 x 14 sheet) The print out cut off 3%, 5%, 10% numbers that Sandi had. Instead of reprinting, John says he is going to propose raising the tax levy to 10% anyway.

Again, we went through line by line comparing year-to-year and looking at proposed budget for 2024-2025.

Specific comments:

* L1001 Real Property Taxes – Sandi used a 2% increase on report. Get tax levy to Sam @ Montour so they can get working on theirs. John suggests we switch to 10% instead of a 2% increase. (Equates to only cents to each taxpayer.)
* L2401 Interest and Earning – Pam earns a lot of interest. How? Sandi can check at the bank VS asking Pam
* L2705 Gifts and Donations - $2k United Way does not sound promising Karin said. Kevin said could send a letter of support for the United Way. It may help to get money from them.
* L2705A Fundraising - $1,500 – hasn’t been done since Covid. Not a source of revenue since.
* L2760 Library System Grant - $6,975 – Was supposed to go towards programming.
* L3840A4 – State Aid – Other (Arts) - $1,000 – Has not come in yet. May not be there so maybe we should take it out/off list? 2019 was the last time we received it. Sandi will look into further.
* TBD Appropriated Fund Balance - $11,791 – What we will need to match expenses based on a 2% increase.

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| **ITEM 2** | | |
| Motion to put in for a 10% tax levy this year. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| John | Mike | Unanimously |

Village of Odessa Library Fund – Detail of Revenues – 10/2023

Village of Odessa Library Fund – Detail of Expenditures – 10/2023

Village of Odessa Cash Receipts Journal – Library Fund for October

Village of Odessa - Library Fund Cash Disbursements Summary - October

* Commented on the $125.06 (L7410.432 Library – Copier) – Money taken in from the public. Goes to the Village and Pam records in the revenue side.

January 2023 DSPML Board Meeting: Pre-paid Vouchers toVillage

Dutton S. Peterson Memorial Library Income and Expenses: October 2023 – December 2023

Karin suggests having a “BAG SALE” directly out of the Book Barn instead of moving everything to the Firehouse for a weekend sale. We can restock with money in the budget. Having a “Bag Sale” on-site would make it easy to extend the sale for 2 weeks instead of 2 days. The sale will depend on when the addition project gets underway.

MORE BUSINESS:

* Jenn asked if her working at the school district office (with elections) is a conflict of interest ? Brian at STLS says “no”.
* Sandi will adjust the report and send fresh report.
* Jenn traveling to Wyoming the 17th-24th. Will not be here for the next meeting. Board agreed to move the next meeting to the last Thursday in February – the 29th.
* Karin – Change anything for budget meeting? Karin asked about a raise for Laura to $18/hour. What is the reason? We do not want to lose her. She is worth $18/hour at the least. Laura currently is at $17.10/hour. She will be at $17.72/hour (2024-2025). $0.28/hour more x 20 hours = $291/year. Contract says 20 hours/week; no more than 40 hours per pay period. With the 3.65% increase (2024-2025) If start the wage at $18.00/hour immediately – the raise is $0.90/hour. All agreed “yes”, and Sandi will put new number ($18/hour) in proposed budget. John added that he is not opposed to bonuses for performance, etc. and pointed out that we can pay whatever we want as long as we budget for it.
* Sandi will send complete electronic copies.
* Karin took photo of Board to send to STLS (I Love My Library)

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| **ITEM 3** | | |
| Move to adjourn. | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Sandi | Unanimously |

Meeting was adjourned at 8:04 PM. Next meeting: 6:00 on February 29th at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary

A drawing of a house

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A close-up of a document

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