**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**March 28, 2024**

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

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

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

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| **ITEM 1**  |
| Motion to approve February 29, 2024 meeting minutes. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Kevin | Jenn | Unanimously |

**President’s Report:**

Building expansion update: John and Karin met with Brian Hildreth and Jerry (mayor).

OPTIONS: With the expansion not occurring, Brian pushed the bank (old Tompkins Trust) building. Seems the same amount of space. Not much more room there.

Jerry suggested the possibility of closing First Street at the library end. Rather than expanding towards the shed – if the street were closed on our end and we expanded on the First Street side, we would still have room for some slant parking where current street is and expand building into the current parking area. There’s only ten feet or so to expand towards the shed (to the northeast) (approximately 300 sq. ft.) or 1,000 square feet if expand to the road on the First Street side.

Questions raised about what the neighbors would think about that? John clarified that Jerry was talking about closing only the end/portion next to the library property. Neighbors would still have access from the other end of First Street. They talked a lot about the Town Barns during their meeting. Basically, if we were able to work this out, we would have a connection from here out to the Town Barns but Jerry wants John to go to Attorney Halpin and get a first right of refusal letter to buy that property to send to the Village in case the Village wants to sell. Jerry is going to bring that up at the next Board meeting -- that we are talking about doing this if it is an option. He said it is just a matter of the Board approving it. Jerry thinks that the additional green space will be attractive to the community. Maybe at some point the Village or library would make a playground and a permanent structure to do programming for the library.

Karin suggests change current building windows and lighting – move windows to up along the ceiling so book shelves could be against outer walls on wheels and that would allow for more space for the community activities until any expansion happens.

**That concludes the status of the building updates.**

Jerry said they are tearing sidewalks out this summer and are raising them up to street level. Brian suggested instead of a ramp (and Jerry jumped on board with this)... Pave the driveway all the way up from the street to the bottom edge of the building. That would eliminate the need for a ramp and railings and would still allow parking. Jerry gave Karin the County Public Works Supervisor’s name. They have a small paver machine that they would let us use if we could find someone to get asphalt. Jerry is sure they would come up and pave it for us. The company behind the school in Watkins Glen -- Suit-Kote maybe? We could approach them about donating materials? That probably needs to happen soon because we only have until the end of May to spend that money. We could use the ALA money for that.

Karin asked Franzese for quote for grading entire parking lot as opposed to doing the ramp and railings. and also a quote on a temporary ramp in worse case scenario – if things aren’t coming together in a timely way. Making something that could be moved if/when we expand. John has a used ramp that the library could use that is 12 feet long. He could easily bring that over and lay it on top of the current ramp if that is the route we go. They are saying it needs to go along the building. John’s ramp already has a 4x4 foot block at the top of the ramp to turn. Karin reached out to Franzese saying we have a couple other options as well but would like prices. She also reached out to the County Highway Department guy - emailed him – explained the situation we’re in and asked him about helping us in any way. She will let us know what he says if/when he responds.

Jerry also said to reach out to the guy across First Street because the woman is no longer living there with him? (the boyfriend). The basement floods every spring. Jerry thinks that house might be an option but John looked it up and last time it sold, it sold for $185,000. He thought because they aren’t paying their bills, it may come up for auction at some point? Have Rob Halpin keep an eye/ear out for that potentially. John/Karin/Brian/Jerry also discussed if we were to build a 3,000-4,000 square foot new building, Jerry would no longer be mayor but he thought the Village would support us as a historical society building in the future.

**That concludes the update on the building/planning aspect of our meeting.**

We ought to have plans in place before have Brian here again. He has been here three times so far with no progress towards expansion being made.

The State Aide applied for for the bathroom project will not be rolling in until fall and we can sit on it – we have 6 years to spend it. When we do start the expansion, that money can be used toward the bathroom at that point. We can apply for additional state aide each year and can potentially get State Aide for lane foundation. We can keep applying each year for monies with 6 years to spend to complete anything. We can build that amount up while we are working on fund raising and things of that nature. The State doesn’t ever want the money back so that’s a good thing. The group meeting was a good meeting.

Any observations or discussion before moving on to our next topic? Mike would like to be involved in future meetings. Karin says she/John should have updates next month to do with the grading of the parking lot and the lawyer. It was brought up to move the planter and add additional parking. If the planter is memorialized, you cannot get rid of it. You could move it though.

Are we still going to have Franzese widen the front door? But not tear up the ramp? Swap front door to back door and dispose of the back door (bad shape), then replace front door with a new automated door. Need to figure how they’re going to fit a new door in – how wide is the Code? Current door is 36” and Code is 42” wide? Karin’s information from Franzese does not state what the Code/door size is or any details. Contractor will have to figure out how to widen the door frame. Book shelves are all tight to each other.

Karin is waiting to hear from the State whether ok or go from ABA bathroom to ABA entrance.

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

* March program – 3D printing class yesterday – 8 kids/3 adults. Every family took home a printed cube as an example.
* Planning more 3D printing classes this summer; they had a request for an adult 3D class so they’re looking into that
* Storytimes: 2-3 families consistently attending with lots of engagement. Lisa Fernandez – once/month for song and story; Annie Sumi will visit in April with her music.
* Upcoming programs: Laura planned a series of steam programs for Youth including 3D printing in April. She is going to do a program at the Fire Hall doing solar eclipse edible models. Cookies. And then paper making with recycled materials for earth day.
* Summer flyers are printed if anyone would like to take one to post somewhere
* Laura and Mary DeWalt from next door will do a sewing placemat class. They will show how to make quilted place mats. Mike donated quilting supplies. Mike also found knitting supplies he would donate if wanted. Karin asked him to hold off on that for the time being but good to know.
* Finalized summer learning program schedule and it will be included in the newsletter.
* Newsletter – similar style as last year -- one of the front stories to focus on is the trip to Albany, library advocacy and what we give; our grants that we received this year and what they funded. That is important information to point out to our taxpayers! Good to let them know that we are also funding programs internally and that we are not relying totally on taxpayer money for everything we do.
* Open the program up – have the calendar of events for all of our summer programming, annual numbers, budget numbers, circulation numbers, our Dear John letter, thank you for your support at the polls; and on the back will be “thank you” to all our donors and volunteers. If anyone has anything they would like to add or see added, let Karin and/or Laura know.
* They would like to have all outlined by next week and go to the press by the third week in April hopefully. John will forward pdf with the newsletter to us all for feedback. Please get feedback to Karin right-a-way so she can look into any changes or additions.
* Eclipse: Does anyone need solar eclipse glasses? The library has some. Laura and Barb (a volunteer) are doing something the day of the eclipse with Siano (photo) type paper that they can take outside and do. It will probably be just them as the school is in session until 2:55.

**Maintenance Committee Report:**

Karin says “if” they put ramp down, we’ll need to move the bumpers. Take them out and put back down when done.

Karin, please ask Franzese about moving the planter to between the sidewalk and the patio. Jenn will ask Jeff to look at. Will it need to be taken apart or can it be lifted up and moved?

The quote from Franzese for the door, concrete ramp, railings is $18,247. That leaves $1,400 dollars to spare. We were only able to get one quote but not enough time to look for more quotes. Time constraint. Karin wrote a letter to the grant manager. Karin told them we would use the $1,400 towards overages; perhaps a handicapped parking sign or can pay for painting lines in the parking lot. Karin is to ask Franzese to throw in moving the planter as we are a good customer.

**Director’s Report:**

Numbers are up for the most part. Circulation is up. People are visiting in-person; coming in and checking things out. Good programming. Libby, e-books and magazines are down. Don’t know why.

Karin would like to schedule a trail walk as a scouting venture. (A trail hike is an event/program for the library this summer -- an outdoor trail walk on the Odessa Rail Trail.) Karin/Laura are not familiar with the Rail Trail so Jenn offered to take them out. They want to see the terrain. They want to see what is feasible for different ages to walk. They would like to collect greenery for eco-dining event the following week. Laura had mentioned Gail’s husband joining them for the Summer trail walk – would Dana (Sgrecci) be willing to go to do tree identification for the kids? Sandi would like to go on the scouting walk. Are there any insurance liabilities taking patrons off premises? For previous walks (Catharine Valley from Montour Library) Karin says they got signed permission slips for minors whose parents were not going along. Assume that their parent is the responsible party. Also put in print on the permission slip/waiver: “Library assumes no responsibility for injury or loss”.

MIKE HAD AN UNANSWERED QUESTION: A woman stopped at the library with W2 Forms on her phone that she wanted to print. No wifi here to print. He sent her to the Montour Falls Library (not knowing whether they could print or not). Karin didn’t think any of the libraries have that capability. Her suggestion to people is to have the person email it to themselves. Then they could print from their email. That woman did not want to have her information saved though.

JOHN: He asked STLS to make the printer more available for Sandi. They did email Sandi regarding it. She is going to try to print something at the library when she gets the chance. Sandi will have to try to print and report to STLS any problem she may have.

The printer does have a USB port. When FOB is plugged in, it is automatically programmed to look for pdfs and images. Suggestion to use FOBS. Library could buy a bunch of cheap/throw away FOBS. The cost of another solution is probably considerably more than buying FOBS.

**Financial Report: Sandi**

***BUDGET:***

Expense sheet – Sandi sent proposed budget out last time. She was reading over Gail’s notes and saw we made a motion for Karin to purchase a $1,000 computer this year. Sandi neglected to put that in so the $98,486 becomes $99,486 – Grand total for Scenario 1 should be the $99,486. Sandi will make that change.

Our water bill is going up – the Village apparently applied for funding to start the water/sewer project. There is a bond fee for 30 years.

Water increased by $178. It was $58. It is now $236.00 for water, sewer stayed at $35.00 (a total bill would be $271.00/bi-monthly. That is noted in Scenario 2 – highlighted - Jump back over to the original budget, Sandi had estimated water/sewer every month (12 vs 6) - in error - $3,762 (Scenario 2) and $3,263 (original) $499 difference. New total $99,985 if stay with that budget.

WHAT DO SCENARIO 2 AND SCENARIO 3 MEAN ON THAT BUDGET SHEET? JOHN ASKED

SANDI SAID: SCENARIO 2 – KARIN HAD CALLED ASKING HER OPINION … SANDI PUT THE SCENARIOS ON THE SHEET SO WE COULD DISCUSS THEM AT OUR MEETING.

SCENARIO 2 – THE TOTAL BUDGET WOULD BE $102,205. Because the $499 is already in that scenario budget.

SCENARIO 3 – THE TOTAL BUDGET WOULD BE $103,729 with the computer in there.

KARIN SAID: Laura approached her and originally asked if she could make $20/hour. Karin said she would bring it to the Board. Then Karin spoke to Sandi. We discussed maybe does Laura want more hours as opposed to more money per hour? Karin went back and asked Laura and Laura said “yes”, she would like to add four (4) more hours to her work week so she would work up to 24 hours/her usual 3 days a week. That would be at $18/hour. Just increasing her hours. That is Scenario 3.

Scenario 2 – 20 hours/week at $20/hour which is actually cheaper but the Library benefits more with Laura working more hours. So with that more hours in Scenario 3 – it’s the same increase from what she’s making now in our first scenario that was already changed and the 70 hours of pay didn’t change either as that was calculated at $18/hour - $1,260 for extra coverage in the budget. That won’t change with scenario 3. Only thing changing is upping Laura 4 hours a week. It would almost be a 17% increase if we bumped Laura up to $20/hour and it would also increase 70 hour coverage to $1,400. Looks like we’re ahead to just go the additional 4 hours.

Scenario 3 – Covers Laura, the water bill increase and add the $1,000 for IT

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| Motion made to accept PROPOSED SCENARIO 3 WHICH IS: alterations to the original budget: Laura’s increase to 24 hours a week, $1,000 included for IT budget amount and $499 as a catchup for the water bill bringing us to the total $103,729.00 total budget for the 2024-2025 fiscal year. (Percentages will change slightly as these amounts were based on what we were budgeted last year.)  |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| John | Mike | Unanimously |

Sandi will update the budget.

What would it cost for Laura to go to 24 hours right now? Payrate ($17.10) stayed the same and went to 24 hours; 9 weeks left in this fiscal year approximately. That would be an additional $615.60 to our current budget (2023-2024 budget). Laura’s covering Karin’s 40 hours of vacation. She has been less than the 40 approved hours per pay period. (CALCULATIONS: On the first budget, Sandi updated the actuals so our remaining budget is 29% left for 2 months. We should have funds enough if we wanted to let her go to 24 hours/week immediately.) What do we have to tell Pam? She needs notification.

John can send Pam a letter to let her know of an increase in hours for Laura if we vote to do so. $700 seems small if it would keep Laura happy. It would increase the social security cost too. (7.65%) (couple hundred dollars). It is a busy time for Laura and Karin with the summer programs coming up/good timing. If we increase Laura’s hours now it will not come out of the 70 hours we’ve set aside. If we want to take it out of what’s remaining of the 70 hours extra for Laura and not add anything extra in; that’s fine or if we vote to add it in as an additional expense, Sandi can make an adjustment to her budget. Pam won’t change anything but Sandi can make the adjustment on her end. If Laura covers Karin, that only leaves her 30 hours. John says if it were up to him, he’d start it immediately.

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| Motion made to increase Laura’s hours (maximum hours to 24/week) effective with pay period that started Monday, March 24th. If approved, it will take Sandi back to Scenario 3 – change social security to $4,619. A new total of $104,016.00. (John withdraws previous motion to Laura going to 24 hours.) Social Security benefit is changed by $286 – Adjust the 2024-25 budget by increasing Laura’s hours to 24 hours/week, by adding $1,000 to IT, by adding $499 for water bill, and increasing social security from 4,333 to 4,619 for a new total of $104,016.00. |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Mike | Deb Y. | Unanimously |

Sandi will update the budget and John needs to write Pam a letter telling her to increase Laura’s maximum hours to 24/week through the end of this fiscal year and another one will happen at the end of the year when appraisal/performance reviews are given and the increases are awarded. John will write to Pam again then, as none of these increases are guaranteed. Nothing is final until performance reviews are done. 😊

Sandi will send the revised budget to the Board by April 1st and then 24 hours later to Pam.

Page 1 – Pre-paid Vouchers toVillage

* Went through vouchers
* Karin dropped three more vouchers off today. Pam wasn’t there at the time so Karin gave them to Pam’s assistant. They will go into April as Pam is not in on Fridays.

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

* Multiple donations in memory of Nadine Crippen
* $32,201.99 which excludes the 50K in CD (Do we get statements for the CD?) Sandi cannot report on it as she has no information
* checking account – ran through expenses and earned $0.43 interest
* End balance of $26,726.14
* $90, 332.97 - Village adjustment for federal taxes
* $11,657.81 current month expenses for a total ending balance of $79,336.34

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| **ITEM 3**  |
| Motion to approve financial reports.  |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| John | Jenn | Unanimously |

John asked Jerry again about detailing what we are giving money for Pam for. Jerry thought that was already done. He will look into why we have not received something explaining that yet. Sandi thought John was going to write up some type of service … but John says he is leaving that to Jerry to write up and get to us. We will see if he does or not.

Deb A. asked Jerry about property setbacks. Jerry didn’t think there were any. Maybe one (1) foot. (How close to the edge of the property can one build?)

**Things to Ask Rob Halpin:**

1. First refusal letter for village barn property
2. Keep watch for sale of house across First Street

April 27th at 8:30 AM meet at the library and go for a trail walk. (This walk is just for those present that want to go. The walk open to public will be in the summer as part of the summer programming.)

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

Meeting was adjourned at 7:15 PM. Next meeting: 6:00 on April 25th at the Library.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary