

## Dutton S. Peterson Memorial Library

### Board of Trustees Meeting Minutes

**January 23, 2025**

**President John Parker** called meeting to order at 6:19 PM in person at the old fire station/community room.

Roll Call: Present: John Parker, Mike Sculin, Karin Thomas, Gail Sgrecci, Deb Yeager, Kevin Greuber, Deb Albro

Absent: Jenn Stevenson, Sandi Boles,

Public to be heard: No public to be heard.

ITEM 1		
Motion to approve last month's minutes.		
MOTION MADE BY	SECONDED	APPROVED
Mike	Deb Y.	Unanimously

#### **Maintenance Report**

- Deb Y. fixed vacuum. Replaced the filter. (Karin ordered a pack of filters.)
- Karin purchased a new flag. She has not hung it up yet because of cold weather.

#### **Children's Report November and December 2024 – Stacey Hetzel**

##### **November:**

- *On November 2<sup>nd</sup>, Karin hosted our first Memory Café in collaboration with MFL.*
- *I traveled to Syracuse to sit for the NYS Notary exam. Passed. (Waiting to get stamp.)*
- *November 16<sup>th</sup>, an origami class was taught by Cynthia Cratsley.*
- *November 19<sup>th</sup>, patrons made grapevine wreaths at the firehall, Winterberry Homestead led the event.*
- *November 25<sup>th</sup>, in collaboration with MFL, a songwriting class was held. Carol Mikoda instructed.*

- *Karin and I spent time brainstorming, finalizing plans for programming, and writing up the Community Arts Grant. We planned for 2025's Summer Reading Program and other monthly programs for next year.*

#### **December:**

- *December 7<sup>th</sup>, a felted stocking event was taught by Martha Gibbs.*
  - *On December 12<sup>th</sup>, the November board meeting and holiday potluck was held at the firehall.*
  - *On December 14<sup>th</sup>, a Teakettle Christmas program was held.*
  - *December 14<sup>th</sup>, we hosted a Hot Cocoa Ornament program. (Stacey)*
  - *For December's Saturday Storytime, we had one family attend.*
  - *We put all the finishing touches on the Community Arts Grant and Karin submitted it.*
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#### **Director's Report:**

- Time for 6-month (probationary period) evaluation on Stacey in March. Karin present/pass around her appraisal to Board at February meeting, before giving to Stacey. (Discuss that in executive session – cannot be in the minutes.)
- Is Jeff Stevenson going to join the Board? If yes and he comes to the next Board meeting, swear him in, notarize documents and submit everything right away so he can vote.

#### **November/December 2024 Circ Report**

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<b>Circulations</b>				
Adult	Juv.	Unknown	YA	TOTAL
146	144	23	1	314
186	91	9	6	292

<b>Holds</b>	
Provided	Received
157	69
123	77

<b>Visitors</b>	<b>Reference Questions</b>	<b>New Cards</b>
264	46	0/0
232	54	0/0

Program Attendance			
Adult	General Interest	Children	Teen
7/43	0/0	5/24	0/0
3/14	2/12	4/21	0/0
Libby:	Books: 88 91	Mags: 5 0	

- Library numbers mostly maintaining. Went down a little in November and December.
- Karin is working on annual report. She passed financial information to Sandi. They are going to work on it together and get it in on time, hopefully. They opened it two weeks early this year.
- The library got an invite to apply for United Way grant again. Since Karin has been at library, they were awarded the grant the first two years, the following two years we didn't receive it but as far as Karin knows, she never received any notification about it. Yes/no and why or why not. That would be helpful information to know. Karin was at a meeting with all the Schuyler County Directors on Tuesday up in Hector and Andrea and Bobbie (volunteer now and President of the Board) said they've been continuing to get the United Way Grant so the grants are still active. In the email invitation, need to stress where the money is going to/what for. Want to know how helping the Schuyler County residents. In the past, Karin's always put on the grant that it goes towards operational costs and the number of patrons we support. Karin emailed Sandi to see how they can re-word to say this money contributes to the Schuyler County community by "...".
- Both the Annual Report and the United Way Grant Application are due about the same time – towards the end of February.
- Karin started purchasing the juvenile non-fiction books from our John Henry Eldred Junior Foundation. \$5,000 grant from them. First batch came today. Non-fiction picture books as well for the little ones. She has spent about \$2,200 so far. Still mixing with older publications. Just need to fill in some subjects. Some of the books are relatively expensive. Are we still mixing them in with the adult material? Karin has asked other librarians how they arrange their materials. Most agree it seems easier to do research with subject matter

together. If separate age group material, may not cross over for good research.

- Last time updated juvenile non-fiction was in 2019. That's the newest we have. Anything science or technology related is out-of-date. Old need to be replaced with new books. Shelf space needed for \$5,000 worth of books? Karin weeded out about 275 books so there is enough space.
- John asked Karin to get all grants together, scan them and get to Sandi so she can start mapping. Karin said each grant has their own folder.

### **Financial Reports:**

- INCOME AND EXPENSES – NOVEMBER AND DECEMBER 2024
- Read through details. Total monies 154,034.76.
- PREPAID VOUCHERS TO THE VILLAGE – Carol Mikoda/song writing. Joyful Joyful is Teakettle. Village of Odessa water/sewer (should be every other month. Is correct. Due November 30 and due January 31<sup>st</sup>). Total voucher amounts 7,722.90.
- **Vouchers – Karin going to contact Sandy because still on-going questions as to what gets paid out of grants VS programs \$2,000 budget. Couple things to double-check. Anything that says 429 in the accounting code is grant. This was split amazon invoice for programming. One for 19.50 should be L7410.429. Has one for Cosac grant 429 for Wegmans and Jerlandos. (These are adjustments to be made when voting to approve financials.)**
- VILLAGE DETAIL OF EXPENDITURES and DETAIL OF REVENUES
- Kevin: Tax money came in and in Detail of Revenues in November and December, it is currently listed as not earned -- should shift over into the earned category I believe. Just needs to be moved from unearned to earned balance. Also, nothing in the gifts and donations category as money earned but we know we are getting some donations in. Maybe they are not categorized correctly? Small amount but don't know where it is accounted for. Discussion: This is Village but also our whole budget. Revenues that have come through the Village account. If we get a donation that we turn in to the Village, it would go on here but if we get a donation that doesn't go through the Village, it would go into our capital account. Conclusion: Modification to this report is only unearned balance to the earned. No adjustment on expenditures. Just food for thought with what we expect to spend and what we expect to bring in. John will have Sandi update her figures.

- CASH RECEIPTS AND CASH DISBURSEMENTS. Numbers match what Sandi has.
- BUDGET TIME COMING UP AND TAX LEVY. Be thinking about it. John doesn't think we are going to be able to split our budget from Montour Falls Library.

<b>ITEM 2</b>		
(Corrections/Adjustments: Unearned balance, songwriting, putting Cosac Grant and changing Amazon \$19.50 to 749.) With noted corrections/adjustments -- Motion to approve financial reports.		
<b>MOTION MADE BY</b>	<b>SECONDED</b>	<b>APPROVED</b>
Kevin	Deb A.	Unanimously

### **General:**

- CD maturing next month. \$2,300 + interest this past year. Do we want to leave money in a CD? The high interest rate was for "new money", the bank may not allow us to roll into another CD.
- What do we do with CD as it matures? It does not automatically renew. Goes into a low interest CD if don't take out.
- John to attempt to keep in higher rate CD or if bank won't allow, take money out and put back into savings where getting decent interest. Go where it can earn the most money.

Motion to allow John to negotiate CD. Understanding that if the bank will give us the current rate 4.25 %, put into a new CD (1-year is advertised); or if the bank will not give the higher rate, put CD money in the Capital Fund.		
<b>MOTION MADE BY</b>	<b>SECONDED</b>	<b>APPROVED</b>
Mike	Deb Y.	Unanimously

### **President's Report**

#### **Property:**

- John commented that he should have read Rob's proposal more carefully about taking possession.
- Village is not going to be ready when we close.
- Adjusted offer. 2 years to move and raze the property. Inspection and remediation done by Village.

- John wants to go to the Village Board meeting on the first Monday and present this offer.
- John talked with Tom Litteer and Jerry and they both are fine with this.
- One thing not mentioned are the water and sewer connections. Do we have to specify how we want them left? John asked Brian about the tax exempt status too. Brian seemed to think that we didn't need to do anything with that but we probably should check with the County.
- Check how water/sewer hook up. Do we want to have language in purchase offer for that? Do we need to include that? John will bring up at the meeting. It will be left on until the Village vacates. They should cap it off when they are done. Also, a gas meter will be involved. We should be able to just call NYSEG to have the account switched over.
- Agreed that language be modified to state "... Be left in proper condition for transfer". John to ask Rob about that. Offer amount and taking possession details seem correct overall.
- Village Board meeting will be before our next meeting. Election coming up for new mayor so good to get to their meeting now.
- Secretary and President to sign the offer to the Village. No liabilities to signing. This is what the lawyers want to see to certify that our minutes have approved this happening.

Motion to approve hiring Rob to represent the library in this matter (his fee/fee schedule as stated in his letter to the library)		
<b>MOTION MADE BY</b>	<b>SECONDED</b>	<b>APPROVED</b>
Mike	Kevin	Unanimously

Motion to approve purchase offer of the Village's property -- as written -- with potentially modifying it to include language about the water/sewer at the disconnect time if Rob deems necessary.		
<b>MOTION MADE BY</b>	<b>SECONDED</b>	<b>APPROVED</b>
John/Mike	Deb A.	Unanimously

- Question: Can we use the grant money from NYS to pay the Village, Rob and architect? A question that Karin did not ask Brian.
- Karin's email with Brian asked if we can use that construction grant from NYS to build an accessible bathroom in the new building instead of the old

building. She didn't ask specifically if we could use the funds towards other items. She also asked him how we get tax exempt credit once purchased. Property should be under library and where library is tax exempt – it should be automatic.

- If we cannot use \$25,000 grant money except for a bathroom, where do we get money? Use capital savings.

Deb A. brought up what to do with current library building. Why not trade it to the Village in exchange for other property instead of buying. She would like to see it go to the Historical Society. Reply: To trade was never part of the discussion. Also, no guarantee what the Village would do with it if it was traded. The building is worth more than \$10,000. Many possible uses for it when the time comes. Children's annex, conference center, etc.

Kevin asked if Sandi will be able to generate proposed budget for our review? John says "yes". Need to have proposed budget by end of our February meeting. Submit to school. Tax levy due. Should we ask for 10% again. Kevin asked how much is left (slush/carry over) from last year. Village balance is 97,309.81. Not related to a budget necessarily. It is just where we are. We need to get through November 2025 with that money. We have not dipped into the roll-over money yet. John can get clarification by next Board meeting. That would affect whether to ask for 10%. Kevin would like to get us out of a deficit situation. If we are in good standing, we might not need more. Not opposed but would like to know before asking for more money.

Have Sandi address where we stand on the budget.

**Meeting adjourned at 7:39 PM. Motion made by Mike, seconded by Deb Y.**

**Next meeting: 6:00 on FEBRUARY 27, 2025 at the library.**

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary