

Dutton S. Peterson Memorial Library

Board of Trustees Meeting Minutes

February 27, 2025

President John Parker called meeting to order at 6:00 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, Deborah Yeager, Deb Albro, Gail Sgrecci, Sandi Boles, Jenn and Jeff Stevenson

Absent: Kevin Grueber and Mike Sculin

Public to be heard: No public to be heard.

President's Report:

John and Deb A. went to Village Board meeting. Presented our offer.

John talked to Jerry a couple days ago about whether he should be there for the next Village Board meeting. Jerry said "no". The Village Board needs to read the offer into the minutes and give a month to age before they vote on it.

Deb Y. did research. Concerned that Village cannot sell to us without public bidding. Karin didn't ask Brian about that. John didn't ask Rob either. John wants to ask Rob where the Library is kind of a Village entity, would that exclude us from having to go through public bidding? If sale has to go to a public bid, we will have to address again and decide how much we are willing to spend. We have right of first refusal, legally. There is enough "animous" going on within the Village that we should be prepared. Karin is working on a construction grant application for the bid purchase and whatever that amount - theoretically Grant will cover 3 times whatever we come up with. Spend \$10k and theoretically have \$40k.

We will see what the Village Board has to say. As it stands now, we planned to pay \$10,000 and not apply for the construction aid. We will see what lawyers and Village have to say.

ITEM 1

Motion to approve last month's minutes. (Karin pointed out that in the Director's Report part; said give evaluation to the Board to be passed around before give to Stacey. John already gave to her. Need to submit it to the County. Have the Board look at it/will email it to the Board before submitting.		
MOTION MADE BY	SECONDED	APPROVED
Jenn	Deb A.	Unanimously

LIBRARY AIDE: Children's Report January 2025 – Stacey Hetzel:

Programs

January 25th, we held a seeded pinecone birdfeeder program. Eight people attended.

January 27th was a teen reverse coloring event. No teens attended but five adults did. I would like to repeat this program as a family event.

Storytime

In January, for story time we read about snow and winter. After songs and movement, we made paper snowflakes as a craft.

We also read books on feelings and emotions. We played some matching games and did worksheets to match the facial expression to the emotion.

The Saturday story time was scheduled for January 25th. Unfortunately, we had no attendees. We had planned to read about birds. We scheduled the seeded pinecone birdfeeder program to start after story time books were read as a nice tie in and fun crafting event for the kids.

Other

Karin and I are scheduling programs and programmers for Summer Reading.

We are also researching to see if there are new grants to apply for.

We received notice that the library was awarded \$4,300 for the Community Arts Grant, round one. We plan to apply for the next round as well. (They applied for \$5,000 – received \$4,300 so will apply for remaining \$700 in round two.) That will cover much of their summer and yearly programming. Round One will be spent next fiscal year (after June 1st 2025).

Stacey's confidence is building; making connections with Watkins Glen and Montour Falls. She is doing one Saturday Storytime per month, one family program per month and one teen program per month. They are being attended.

She got a taste of what it feels like to be awarded a grant (Christmas) and is going crazy for grants. Karin says they have to manage grants though so need to be careful and manage them well. Karin says Stacey is doing great.

Director's Report: Circulation numbers included on Agenda (attached)

Upcoming – Local author we are hosting at Montour Falls Library. Katelyn Brooks – Crimson Crisp. (steamy rom-com that takes place in Schuyler County). Montour Falls 9:00 am Saturday. She's going to be talking about the writing process and about the publishing.

3/13 – library hosting mayoral candidates and Village Board candidates. Meet and greet. 6:00 pm @ new Village Hall in new Community Room. Karin reached out to Brian to make sure we weren't crossing any lines with politics, etc. Not an issue since it is unbiased and informational; all candidates have been invited. They each will have 10 minutes to speak and 5 minutes for question and answer. As a library, we should attend to get a feeling for who is running and what that might mean to us in the future.

Franzese came and fixed the door the same day that Karin called them.

Flag is up.

Financial Reports:

Went through financial handouts. (Handouts attached)

Pre-paid Vouchers to Village (February 2025)

- COMMENTS: 2 fire extinguishers \$25/ea = \$50 total
- Notary application fee for Stacey as she passed the test
- Bought Golden Globe DVD and documentary America: Frontiersmen

Income and Expenses: January 2025

- Not sure where the \$100 donation came from so Sandi just noted as a generic deposit
- Paid Franzese for entryway project from checking account

- As far as the Village, we go through the school taxes and there's a vote. The Village handles our payroll and vouchers. That is why we have the Village section. Dutton's money but the Village portion. Dutton has capital and checking account. We have been depositing grants that we are unable to spend in the fiscal year in our account because if we deposit it into the Village account, the money doesn't roll over. Any grants that span fiscal years we keep in our checking account. CD matured January 31, 2025. Started at \$50,000 and earned \$3,038.13. What to do with money? Next handout shows account information of new CD. That 53038.13 rolled over into a 6 month CD and that interest rate is 3.70%. Matures on July 31st.
- We don't get the tax money until November and our fiscal year ends in May. Money has to get us through. Last fiscal year, we ended with \$50 ish thousand dollars and that goes towards payroll and everything until we get our funding from the school so we cannot go crazy and spend, thinking we have extra.

Detail of Revenues: January 2025

Detail of Expenditures: January 2025

Cash Disbursements Summary: January 2025

- Where Sandi gets her numbers for the monthly spend amount. A breakdown of what category, etc.

Cash Receipts Journal: January 2025

- What we've raised in cash. Fundraising is coming from the sale of books donated by Fagnans. \$270 in book sales. \$96 was donations.

CD print out of interest received October 30, 2023 through January 30, 2025 and print out of new CD Account Information

Thank you card for Rob. Karin will make one and bring to the next Board meeting. Keep payment for his services separate from a Thank You note. He does a lot for the library. He finished up the purchase offer and then donated \$500. He has been very generous.

ITEM 2		
Motion to accept regular Financial Reports.		
MOTION MADE BY	SECONDED	APPROVED

Gail	Jenn	Unanimously
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Jeff Stevenson has accepted a position on the Board. “I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of Board of Trustees of the Dutton S. Peterson Memorial Library according to the best of my ability.” Jeff signed/printed name and signature was notarized. (Jeff can officially vote at this meeting.)

BUDGET TABLES:

Current and projected Library Fund Expenses. Sandi changed report this year in that she inserted a column to include last year’s notes. Can view last year’s and this year’s notes for explanation of amounts. Sandi explained each column in the report: Budget 2024-2025, notes, YTD actual expenditures, Variance is what is left in that budget item, % variance (8 months past/33.3% of budget left for fiscal year).

Proposed 2025-2026 budget. Village – pay \$100/month for clerk; other Village is for shoveling snow, etc. They have not been doing much this year. Is it possible to ask boy scouts or any group or person that may need community service to shovel sidewalks, etc. for us? Volunteer (no cost/unpaid). First Proposed Budget for 2025-2026 is with an increase of up to 3.5% salaries. Bottom line budge amount is important number. Can move money from one bucket to another any time. We have money saved in library aide category as Laura left. We are paying Stacey \$16.50 and have up to 3.5% raise. We have in the budget: salaries and an overage budget which is 70 hours which will cover time off; when we gave Laura sick time, we subtracted from the 70. Should be 40 hours now for extra coverage.

Current and projected Library Fund Revenues – Proposed DSPML Budget

Actual column taken from Revenue Report. YTD January 2025

- 1) Lets take out of slush if want to give Stacey more hours (16-20 hours currently). Karin would like to give her between 20-24 hours/week. If it becomes an issue, we can look to expand the hours we budget. Stacey would have up to 3 – 8-hour days/week. Two days plus some Saturdays. She is already approved for up to 20 hours so this is only a request for 4 hours extra. John has to let clerk know what she is allowed to pay out. Sandi check on time out/excess hours.

2) Effective June 1st. Add ½ day/week.

3) Sandi check excess hours.

- Karin not buying Audiobooks. They're expensive and going by the wayside with streaming services. (Request Increase Audiobooks/CD category from \$200 back up to \$500) Karin intends to build/improve our documentary section.
- Serials – Consumer Reports expires 8/25. Leave budget at \$150 and Karin will track serials better. We get something from Historical Society too and the Readers Digest in large print.
- Village didn't do the debit/credit. They put "Other Programming in for revenue side and did not expense out. Sandi needs to have Village correct anything that is not grant funded. It should be #427 – Library funded programs. Anything that is not grant-funded is in the "other programming" bucket.
- \$1900 in "Other Misc. (ARTS)" is from Gail – she mapped the ARTS grant – budgeted for her one grant. \$5,518 is where grant funds were supposed to be deposited but weren't by Village. \$8,276 is the actual amount spent Sandi said. All grant funded programming.
- That counts on Karin to come up with \$8,000/year for grants. If we budget in grants, \$8,000 is fair Karin says. Shows that some expenses paid by grants – not all from tax payers' dollars.
- Office and library: \$1,500 is Karin's retirement contribution at the end of the year. \$1,000 for supplies. Is that enough? We under-budgeted for the supply category.
- Lower office supplies by 655.00, leave \$1,000 for supplies. (Overages is a guess) Leave the same. Karin will be more attentive to designation of expenses.
- Under budget IT- \$200 was grant-funded. Did not budget anything for IT. Everything is up-to-date. Should not need any equipment. Leave at \$0
- Technology changed: 3 hot spots now so \$120 added - \$360 total (120/each grant-funded hot spots). Chargers for the hot spots should go under "IT". Cost share. \$60 under budget for what we were charged for this fiscal year. We pay Watkins for hotspots. Leave IT at zero.
- Fuel: Sandi annualized amount \$373/month actual. Water/sewer increased – "smart meters".

- Sandi dropped Other Operating Expense from \$2,660 to \$530. (We agreed with.)
- Flag – what category? \$100/pop. 2 per year. Up category #430 by \$200 (annual office supplies).
- Social Security was more this year because of when Laura was here. We are paying Stacey less than we paid Laura. 6.2% for Social Security tax and 1.45% Medicare. \$4,565 is based on the librarian, aid and staff salaries.

MOVING ON TO SECOND PROPOSED BUDGET COLUMN

- Salary section different.
- Decreased Copier budget based on 8 months of actuals.
- Social Security went up because of salary scenario

REVENUE SIDE/Library Fund Revenues Sheet

- 2024-25 BUDGET
- Increase property tax by 10%
- We were borrowing money of \$11,217. This is just to make it balance. If we had to use this, it would come out of that money that got rolled forward.
- Budget of \$1,500 for interest from bank accounts. Not including CD.
- Proposal to ask United Way for \$2,000. Karin just sent in. They do not send acceptance or decline notices. Karin just gets a check once in a while with a date of when it was awarded. 2023, 2024 ... trickles in. Leave at \$2,000
- Fund raising left at \$1,500. Unless we fundraise, we'll have \$0
- \$270 – Carol's contribution went to the Village. \$1,000 is not realized (cost of publishing...). We were to write a receipt to Carol; a charitable contribution receipt.
- Library Systems Grant. 3840. AI State incentive. Pam had wrong. Technically should be going towards expenses \$8,000 +/- . Expense side L2760 where earned was \$8,400 in grants that Karin received and it was only credited but never noted on our expense side. Hence the reason we're over. Grants alleviate the tax payer dollars.

Sandi will redo proposed budget with the changes discussed tonight and will send back out. Tax levy should be to the school to be approved by March 6th. Tax levies need to be in papers 45 days before the vote. Montour Falls is asking for 10% again. John has the letter drafted, just have to add the percentage to it.

Karin is asking for a raise. She would like to at least make what Jess is making at Montour Falls. She has years experience over Jess and they are getting paid out of the same school system. She feels that it is fair for both directors to be paid the same. Karin nor Jess are a certified librarian. Karin does have a degree though. Jess started as a director at \$25/hour. She just got a \$0.50/hour raise. Karin does the same job Jess does. Montour is open less hours and has more staff than the DSPL. DSPL provides more services for the public. Karin thinks her request is fair.

START EXECUTIVE SESSION/END EXECUTIVE SESSION

ITEM 2		
Motion to award Karin \$25.50/hour starting June 1 st .		
MOTION MADE BY	SECONDED	APPROVED
John	Jeff	Unanimously

ITEM 3		
Motion to ask for Tax Levy 10% increase 2025-2026.		
MOTION MADE BY	SECONDED	APPROVED
Jeff	Sandi	Unanimously

Jeff moved we adjourn meeting.

Meeting was adjourned at 8:25 PM. Next meeting: 6:00 on March 27th at DSPML.

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary