

**PULTENEY FREE LIBRARY
BOARD MEETING INFORMATIONAL MINUTES
MARCH 12, 2019**

The March meeting of the Pulteney Free Library was called to order at 7:05 pm by President Liz Ryder. As there was not a quorum present, the following is provided for informational purposes only. No voting could take place.

MEMBERS PRESENT: Liz Ryder, Debora Yastremski, Elizabeth White, Linda Payne, bookkeeper Fred Schulte and librarian/director Barbara Radigan. Also present: Carol McGill of the building committee.

MEMBERS ABSENT: Ellen French, Luanne Graulich, Nancy S. Cole, Dennis Hanson and Wendy Proctor.

As there was not a quorum, we could not approve the minutes of the February 23, 2019 meeting.

FINANCIAL REPORT: Fred Schulte reviewed the current financial reports. Fred clarified several areas where percent changes in the Operations Previous Year Comparisons report show higher than expected results, specifically Bullet Aid and Town Tax Apportionment (414) under Income and STLS Cost Share under Expenses. These differences between 2019 and 2018 are due to timing of receipts and expenditures. As there was not a quorum, we could not approve the financial reports. Full reports are posted on SharePoint.

BUILDING COMMITTEE: Carol McGill presented the floor samples and proposed interior paint chips for the New Library. Carol McGill has closed out the paperwork for the Construction Aid Grants and reported that we will receive an additional \$24,000 for 2018 due to grant funds reallocation. The work associated with finalizing the SAM grant has been completed. The CHAR410 Statement for Charitable Organizations registration for the \$75,000 reimbursable grant has also been completed. A check has been issued to Jacob for the wood and materials needed to begin building the shelving. Color samples for furniture should be coming in early April. Director Radigan informed us that the drywall is hung and primed and that the heating system is now on. We have also been informed by Chuck that we will be charged for separate water lines, not this year but beginning next year giving us time to include in next year's budget (estimated at \$110 per quarter).

DIRECTOR'S REPORT: Barbara updated us on the status of grant applications: 1) Foundation for Southern Tier Libraries – a \$600 request for a laptop computer for patron use as this grant funds projects that enhance the library experience and 2) the Taylor grant which is due in June and, as advised by Dick Hamilton at JP Morgan, will involve two applications – one for books and materials and a second for furniture or other capital needs. Barbara suggested funds for a generator. Our director has also been focusing on purchases for the opening collection. Trustees were updated on the trip to Albany to meet with our state legislators. A sample of the

Thank You provided to our state legislators by the director with photos of the progress and status of the new library construction was well received. Barbara provided the details of our role for the upcoming Pulteney Easter Party and Egg Hunt sponsored by the Pulteney Volunteer Fire Department Auxiliary. The event will be Saturday, April 13, 2019 from 11 am to 1 pm. Set-up will be Friday at 6:30 pm. We have been asked to decorate 50 fruit cups as bunnies and to provide volunteers to assist. Finally, Barbara reminded us that we now have received materials and web addresses from Southern Tier for sexual harassment training. The staff has completed training, but trustees and volunteers need to be trained as well. This should require about an hour of supervised training time to watch two 20-minute videos and allow time for questions and discussion. It was suggested that any trustees needing training come into the library an hour prior to a future board meeting to fulfill this requirement.

POLICY COMMITTEE: Deb reviewed suggestions she had received concerning the draft guidelines for the Multi-purpose Community Room. She also received suggestions and comments from the trustees this evening regarding possible inclusion of a non-discrimination clause and clearer verbiage concerning garbage removal. Director Radigan will investigate further into these issues.

OLD BUSINESS: Liz reminded everyone about the April 6th Spaghetti Dinner. Please continue to distribute flyers to your favorite venues. Also contact past donors for items for our raffle that evening. Volunteers are needed for set-up on Friday, April 5 at 7 pm. As there are enough volunteers already for the food preparation on Saturday morning, all volunteers should gather on Saturday at 3:30 pm with dinner starting at 4:30. Fred will provide cash drawer and change.

NEW BUSINESS: Liz received a note from Brian Hildreth at STLS recognizing our director for her great dedication to the organization.

Next meeting: April 9, 2019

Informational meeting concluded at 8:30.

Respectfully submitted,

Elizabeth B. White for
Nancy S. Cole, recording secretary