

March 8, 2021 - Pulteney Library Board Minutes from February 9, 2021

Attendance; Liz Ryder, Fred Schulte, Debbie Yastremski, Elizabeth White, Ellen French, Nancy Cole, Barbara Radigan, Luanne Graulich, Deborah Baran. This evening's meeting was held via zoom. Next month's meeting will also be held via zoom.

- President Carol McGill called the meeting to order at 7 pm.

Meeting Minutes Provided by Deborah Baran.

- Notes read by Board members – no comments, except SAM stands for State and Municipal Grant.
- The Feb. 9, 2021 for Jan. 12th were read and approved; moved by Nancy Cole, seconded by Elizabeth White .

Financial statements and Minutes provided by Elizabeth White.

- Balance sheet – assets down \$3636 from last month,
- Expenses exceeded income in January by \$429... January does not provide much information.
- The town money of \$41,011 has not yet been received from the 414 tax funds from the town.
- P/L Budget vs Actual – only 1 month of data and we are on par and no anticipated surprises.
- Capital Projects – anticipated to be flat for the year. We are waiting to receive the last 10 percent from the construction aid grant,
- Fred sent out the Final Yearend statement. The library has received all year end bank interest statements Elizabeth White will place the final figures in the slides for the Annual Meeting in November.
- Financial report was moved by Elizabeth Ryder and seconded by Luanne Graulich.

Directors Report; by Barbara Radigan (see letter) - Highlights

- January's circulation was slower than December's. The circulation we send books out to other inter-library loan was up. Over drive had 99 users – this was one of the highest usage to date. (Downloads of e-books and audio books).
- The Library is waiting for the grant from the Arts of the Finger Lakes for \$150, Hopefully there will not be appeals from a 3rd party to receive it instead.
- Artist and programs this year include Basket Making, creating windchimes, and glass mosaics.
- Pilcrow Grant – 75 books plus additional donated books and book plates. The staff is preparing the monitoring tags on the books. Luanne Graulich offered her time to assist. A final report is due in April to the Grant. The library is to advertise on Radio and Facebook the new books.
- Winter Reading Program – February and March
- STLS are having on-line meetings on how libraries are coping today.
 - Pulteney is faring very well, we are open and to the public. Art time story hour, book club, the family resource are all running. Many libraries are still strictly limited to curbside service.

- 2nd Meeting – Virtual Advocacy Day
 - Barbara would like to talk about our Construction Aid, personal stories, the needs of the Amish and organic farmer for library services
 - But the group is interested in personal stories

Pandemic Operational Plan

- Wanting to create a three-page summary.
- Who are the essential employees?
- What duties will be and steps to be adhered to, and working from home,

Direct Access Plan to be reviewed every 5 years – “Everyone has access to the library”.

Old Business

- Follow up by Carol McGill on the storage building and small piece of property surrounding it.
- We do not have to put it out for bids since we are a free library.
- Carol contacted a real-estate agent – valued at \$13m – but not a realistic value. Commission would be 3.5M, this news confirms this is not the way to go.
- Library has no need for storage building and property and the library is required to pay insurance.
- Best to ask people next to the property to offer it for sale and see what they offer.

- Carol is reaching out to the Hammondsport Library board to continue getting together again on the library taxing issues.

New Business

- Performance approvals due in March, but must be presented to the board before given to the employee. Barbara Radigan presented. Jessica’s review was presented.
- Preparing for upcoming newsletters, Carol has a letter to put in, and Fred will have a financial report.
- Discussion of upcoming STLS classes and discussions in available to the Board Members
- Fred relayed to the board the excellent service we received on the library’s heating advanced monitoring system, and their quick service to arrive and repair.
- The cameras that have been placed in the Library have been of great service for the library and staff.
- The next board meeting, March 8th, will be held by zoom.
- Meeting adjourned by Elizabeth White and seconded by Elizabeth Ryder.

Secretary
Deborah Baran

