

## **April 13, 2021 - PulteneyFree Library Board Minutes from March 8, 2021**

Attendance; Fred Schulte, Debbie Yastremski, Elizabeth White, Ellen French, Nancy Cole, Barbara Radigan, Luanne Graulich, Deborah Baran. Absent Liz Ryder. 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.**

- Minutes read by Library Board Members.
- A request was made to place and verify all the "final amended" board Minutes on SharePoint.
- The March 8, 2021 for Feb. 9<sup>th</sup> minutes were read and approved; moved by Elizabeth White, seconded by Luanne Graulich.

### **Financial Statements and Report provided by Elizabeth White.**

- The Balance sheet increased this month by \$40,265. The Library received a check for the 414 apportionment funds from the town of \$41,010.
- The library received funds of \$1,733.83 from Steuben County Aid.
- Year to date for 2 months shows a 72 percent increase in income, and expense is up 13%.
- There are no internet fees yet, because STLS bills quarterly.
- Capital increased only \$43 – interest. This category is expected to remain flat unless for unforeseeable events.
- Motion to accept Financials; Nancy Cole Seconded; Debbie Yastremski

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

- Circulation is up in February, including inter loans of Library materials. R&B Digital has been replaced by "Overdrive". Magazines will also be done by "Overdrive".
- The Pilcrow books have been processed and are out in circulation, plus the 20+ math and science book received with the allotment.
- The Annual Report has been submitted, including the new section for Covid. Fred Schulte provided all the Financial information for the report. The board has reviewed and approved, and it will be sent off way prior to the April 1, deadline.
- Barbara Radigan attended the online calls with STLS and Philip A Palmesano (N.Y. State Assembly) and NY State Senator O'Mara. The yearly trip to Albany were replaced with online meetings due to Covid.
- The Pulteney Library was closed for 14 weeks and has opened and gradually added the additional services and we are meeting all the minimum requirements outlined.
- Carol McGill has been posting all the Advocacy Promotions for the Library System.
- The Foundation for STLS is accepting requests up to \$1500 for items to enhance the day to day helping activities during Covid. The suggestion was to place 2 electrical outlets outside the patio doors for our patron to plug into.  
A spigot for the south lawn is also needed, thought this may not be covered. Carol will obtain estimates on the cost for these two items.
- More children are attending story hour and the quarterly newsletter is about to be sent out with the new mailing instructions of taping up the letter.
- The Arts of the Southern Finger Lakes has awarded our library a \$1500 check as seen in a press release.

### **Old Business**

- Follow up by Carol McGill on the storage building and small piece of property surrounding it.
  - Property is owned by a Samantha Clements.
  - Carol has not been able to contact her. A letter has been left at her door. We are waiting for a reply and will re-contact if necessary.

### **New Business**

- Barbara's Evaluation is due. Carol McGill will mail out the evaluation forms to all board members to fill out and return. The forms will be compiled into one final evaluation to be given to Barbara by the Library Board president.
- Pandemic Plan – The library received a template from STLS and a revised 3-page template that some of the smaller libraries are using – a question and answer type format. One of areas of discussion; what is considered an “essential employee” and who has to report to the office. The answer depends on whether the library was opened or closed, and on what the task is, (for example making story book tapes – the equipment is at the library). The decision there were no non-essential workers and to mark the question N/A.
- The Library's birthday Celebration was touched upon because definite plans are not possible due to COVID. Though one idea of a token to pass out was a refrigerator magnet with the library, days/hours open.
- The next Board meeting will be by Zoom and thereafter, the board will meet in person.
- A call to close the meeting was made by Elizabeth White and seconded by Fred Schulte.

Minutes recorded by:

Deborah Baran