

May 11, 2021 - Pulteney Free Library Board Minutes from April 13, 2021

Attendance; Liz Ryder, Fred Schulte, Debbie Yastremski, Elizabeth White, Nancy Cole, Barbara Radigan, Luanne Graulich, Deborah Baran. Absent: Ellen French. This evening's meeting was held via zoom. Next month's meeting will be in Person at the Library's Community Room.

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

Meeting Minutes Provided by Deborah Baran.

- A revision on secretary's minutes was sent on the April's Minutes to say "Minutes" and not "Notes" – Deborah will review past minutes for consistency and post to share point.
- In the future, the acceptance of the secretary or financial minutes, there will be a motion to approve, then a second. A request will then be "all in favor" then "Any Oppose" so to follow correct parliamentary procedures.
- Motion to approve Liz Ryder, 2nd the motion: Elizabeth White. "All in Favor" Yes – minutes approved.

Financial Statements and Report Minutes provided by Elizabeth White.

- Balance sheet- little change. Checking account down \$3790, Capital projects up \$2200 (received a check on construction), so overall assets down \$1539
- Current liabilities are the standard Payroll and payroll tax liability.
- Net income down \$2177. Total liabilities and Equity down \$1589
- The Profit and loss for Budget Vs. Actual, gross profit is up \$675, which in 3 mos., we are 73% of projected income. When the Taylor Check comes in, it will boost us to 100 percent. Total expense was \$5053 over February, but YTD we are at 21% of budget to Actual.
- Previous Year: Gross Profit increased 2.9% over last year, expenses are down 2% and net income is up 24% from last year.
- Comment: - electricity is paid bi-monthly
- Motion to approve Nancy Cole, 2nd the motion: Debbie Yastremski. "All in Favor" Yes – minutes approved.

Directors Report: by Barbara Radigan (see letter for more details) - Highlights

- Circulation, inter-loan books, and overdrive usage all up from February. Magazines were 3, now 12. The magazines are in Overdrive. Computer use was slow.
- The Final Pilcrow Grant Report was sent out providing information on the community, photos of the display of the new books, a word on matching funds and how the library started, and Thank you notes.....
- As for the Grant from the Southern Tier Library, the outlets for the patio were not included in the grant because of the lateness of receiving the estimated cost. When the costs came in, the library found out the job was more costly and complicated than expected. In the grant we requested an electric generated snowblower to clean a pathway on all the sidewalks and entrances of the library to assure ease of access.
- The library has received official word and soon will be receiving a check from The Arts of the Southern Finger Lakes that will cover the costs of the workshop and the art supply fee.
- The Winter Reading Program has wrapped up with 13 adults and 69 books and 18 children with 482 hours, and this was extremely competitive.
- The Fireman and the Library teamed up to have a "Bunny Greet" at the Library and on the Patio with goody bags for 2 hours and was staged out to meet covid regulations.
- There will be a Saturday event at the library to recognize "Pro-Action's Child Abuse Prevention" on April 24th Activities are planned, a scavenger hunt, painted rocks and an activity bag...
- Working with STLS to do another Story- Walk, an activity for children and families to participate in.
- Book Giveaway at STLS – Barb will attend and get books for gifts here at library events.
- The Art groups are meeting and the craft sewing group has started up once again.

- The Grapevine newsletter is ready and will go out tomorrow
- The Taylor Grant is due in June. The Library will once again ask for \$8500, last year we received \$8000. The grant monies are to be used for operating expenses (purchase of books, utilities...).
- A conversation was held on internet hot spots. There were many unanswered questions on how to implement, the cost, so many of our area does not have internet service. Increasing wi-fi capability inside and out seemed the best solution for the library. The Southern Tier Library system plans to boost internet service to have increased wi-fi, inside and outside the library.
- STLS has lessened the quarantine time for books from 96 hours down to 24 hours, which will aid in increasing the circulation of books and inter-loans.
- Barbara has been contacted by Brian Hildreth conforming the Efficacy Push for Funding from the state has worked. Libraries will be receiving the funds at the 2020 level. Construction aid is also up, but our library has already received our share in the past already.

A new follow up on Patron Application – the board decided a 14-year-old can sign up for a library card without a parent co-signing. The Library will continue with its current practice.

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 McGill has met with M Clements and she does have our proposal to consider. Due to timing of events, there may be a delay in hearing a response.
- Brief Status of Barbara’s evaluation. Carol needs to receive forms from a couple board members and complete.
- Policy of dates are being worked by Carol McGill, Barbara Radigan and Elizabeth White – it is a process that needs to be worked through.
- Library’s Anniversary Plans. No plan for one big celebration due to restrictions. The plan is to have several small events spread out the remaining year. The idea is to investigate small giveaways and look into a local vendor to provide. We will use our Face book page to advertise, and the new signage board in front of the library. Board members are asked to bring new ideas at the next meeting.

New Business

- A new water spigot will be placed in the lawn at a cost of \$400.
- Landscaping assistance is being requested for Mulching, Weeding and Watering (in the case of dry spells). Dorothy has already begun work on the landscaping. Set times will be sent out for the mulching and weeding dates.
- It is time to once again to work on our Libraries Strategy & Vision Development Plan. Brian Hildreth from STLS has offered to guide us and provide assistance to develop this plan from surveys- including building the survey and implementing it, listening to our patrons..
- One of the items in this Strategy/Vision Plan is to increase the number of individuals through the library door, and to counteract the feelings that covid brought to us.
- To increase the number of people and their opinions at the Libraries board meetings – perhaps add the board meeting dates to the signage board in front of the library. It is already advertised on our Facebook page and newsletter.
- Fred Schulte reminded us of Steuben County’s site and programs for book recycling and paper shredding dates and locations, and if our library can take advantage of these events.

Motion to adjourn; Elizabeth White, 2nd the motion: Liz Ryder; “All in Favor” Yes – meeting adjourned.

Deborah Baran, Secretary