

June 8th, 2021 - Pulteney Library Minutes from May 11th, 2021

Attendance; Carol McGill, Liz Ryder, Fred Schulte, Debbie Yastremski, Elizabeth White, Nancy Cole, Barbara Radigan, Luanne Graulich, Deborah Baran. Ellen French. This evening's meeting was held in Person at the Library's Community Room. Visitor Debbie Decker

- President Carol McGill called the meeting to order at 7 pm
 - Before the Board Meeting began, visitors from STLS – Southern Tier Library Society

Pulteney Free Library Strategy and Vision Planning

Carol McGill, Deborah Baran, and Barbara Radigan will be researching and make a presentation to the Board of Directors and solicit their participate and other members in the community.

Visitors From STLS; Brian Hildreth, Lorie Brown, Keturah Cappadonia – Strategic Planning and Vision , ideas and experiences.

Our visitors related to the board what was going on in Belfast and Alfred in Alleghany County – those libraries are going through a substantial Building process. Because of COVID – they used an extended survey – no in person meeting or zoom meetings.

Other advice given:

- One needs to connect with “nonusers” of the library.
- Use community focus groups – 5-6 participants – in person or zoom
- Also individual one on one meetings, and with groups – breakfasts events, church,....
- Develop a survey specific for our Facebook (Internet) – Click on button to do the survey
 - Questions need to be specific to be able to data analysis on the responses.
 - The questions need to be simple – no paragraph questions
 - Paper forms may be better – but the internet questions may be preferred by others.
- It will be important to identify all the different groups in your community.
- Take the prepared surveys and meet people in the community – one on one – this may or may not be the survey on the library's internet site
- This process is a good time to do in the summer.
- Use the guidelines from SCOT Method (previously SWOT) – “Strengths, Challenges, Opportunities and Threats”.

Types of Questions to aid in evaluation;

- Questions for an early Literary Audience
- Questions on the library facilities and services – inside and outside the library
- Questions for Focus groups – specific and open-ended to encourage discussions
- Find out what the town members want from the Community Center Room– not just the library
 - e.g., Why does no one congregate at the Community Room on Friday nights – what activities can be planned.

How to approach Strategy Planning – it has been 5 years since the last Strategic Planning. What do we have to do from our last Strategy Sessions which focused on “Building the New Library”, that have not been carried out, or were started but interrupted with COVID? (Teas, Firehouse Breakfasts, Spaghetti supper fund raisers, bone builders, story time, meeting the needs of the Irish).

We have also changed. What we said before may be very different that from what is today. We need to talk to the community.

The original surveys from 5 years ago need to be sought out to find out what the community wanted at that point in time.

Meeting Minutes Provided by Deborah Baran

Meeting Minutes to be kept short and simple – details are in the other reports submitted from financials and Directors report.

Motion to approve Liz Ryder, 2nd the motion: Nancy Cole. “All in Favor” Yes – minutes approved

Financial Statements and Report Minutes provided by Elizabeth White on Share point.

All results reported from the Balance Sheet, Operations to Budget, Year to Date, and previous years are all in reasonable ranges. No unanticipated surprises.

Motion to approve Nancy Cole, 2nd the motion: Luanne Graulich “All in Favor” Yes – minutes approved

Directors Report; by Barbara Radigan (see letter for more details)

One item of interest that was noted was the Bike Rack and the Bike Repair Station

Old Business

- Follow up by Carol McGill on the storage building and small piece of property surrounding it.
 - A quick claim deed may be the best solutions. Attorney costs are high for such a small piece of Property
 - An offer will be made be made to the prospective buyer, with a counter offer ready
- Policy updates are continuing to be worked on by Carol McGill, Elizabeth White and Barbara Radigan in share point. The document currently is unruly and “ugly” as the document also records and dates to all changes made to the document – when in general. only updates are being made. Elizabeth White offered when all changes are done, she will make it friendlier.
- At our next board meeting in June, the changes to the policy and updates will be presented to the Board of Directors.
- The policy will be formally approved at the Annual Board Meeting in November.

Our Libraries 150th Anniversary

There will not be one large celebration, but a number of events spread out.

The Library Board was requested to bring ideas to this meeting. Ideas to attract people to the library.

- Movie night with popcorn...STLS has speakers and screen we can borrow for the occasion/

- Ice Cream Social with Activities for Children.
- Cook Book Give-A-Way.
- A Taste of Pulteney and our fun “Tea Parties
- A “walk-thru” – a visual history of the Library and perhaps the town of Pulteney.

Landscaping – the following Saturday, mulching and weeding activities to be scheduled, and we will be working with members of the church to assist us in these garden activities.

New Business

Summer Reading Program scheduled for July and August.

Solicitation of prizes to be given out from book tote bags, pottery, Dr. Franks Winery and other breweries in town, Y-Knot....

Need to Approve “The Direct Access Plan”. We need to do in our June’s Board Meeting so to have it submitted in August.

Other topics that will need to be discussed; Conflict of Interest, Public Comments, Social Responsibility and STLS’s Wellness Program series

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

Secretary
Deborah Baran