

August 9th, 2021 - Pulteney Library Minutes from July 13th, 2021

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

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

Format change in the meeting

- Due to the deadline of the 414 Process is due shortly.
- Board approval is needed on what the increase for the 2022 budget will be proposed.
- A 10% increase from the 2021 budget or approximately \$4,100.
- To the taxpayer, this means a house valued at \$100,000 will pay a tax of \$15.34, a house valued at \$50,000 will have a library tax of \$7.67..
- We need to have in the budget an individual line item to put on programs to bring the people to the library.

Motion to approve; Nancy Cole 2nd the motion: Deborah Baran, All in Favor” Yes – 100% - to have a 10% increase in the 2022 budget submittal approved.

Petitions with signatures to place PFL’s budget on the November 2021 ballot must be turned in on Saturday, July 25th at the library. The petitions will be turned over to Erica Giambra, the town clerk, to place in proper format for the August 2nd deadline with the election officials.

The board need to collect a minimum of 80 signatures, but we are aiming for 100 signatures.

At the end of the meeting, the petition forms will be handed out, and each trustee will receive list of locations they will be responsible for canvassing. There should be no overlapping and mistakenly a person signs the petition twice.

Meeting Minutes Provided by Deborah Baran and filed on Share Point

Minutes read. In tonight’s trustee meeting, it will be necessary to re-do the library board approval for the sale of land to get all the necessary wording for the legal counsel.

Motion to approve; Elizabeth White 2nd the motion: Nancy Cole. “All in Favor” Yes – 100% - minutes approval of minutes.

Financial Statements and Report 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. The bank statements were handed out for the Board Members to review and sign-off. Once a year, an outside auditor reviews PFL’s statements and backup.

Motion to approve Luanne Graulich, 2nd the motion: Ellen French “All in Favor” Yes – Financial Reports approved 100%

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

The Director’s Report is very detailed and complete. Please reference this document.

Old Business

- Follow up by Carol McGill on the storage building and small piece of property surrounding it.
 - The Samantha Clemons Knapp, who shares the lot where the library storage barn is located, Samantha Clemons Knapp would like to purchase the small lot and building for the cost of the legal fees (\$1,000).
 - Carol McGill has contacted PFLs lawyer to do the paperwork and inquired what the Library Board must do to legally dispose of the property.
 - Bill Reed, the library’s attorney outlined below the actions to be taken.

The Pulteney Free Library Trustees must officially give their approval of this deal.

Board Members: Carol McGill, Liz Ryder, Fred Schulte, Debbie Yastremski, Elizabeth White, Nancy Cole, Barbara Radigan, Luanne Graulich, Ellen French, Deborah Baran.

"I, **Deborah Baran**, make a motion that we transfer the property located at 9174 County 74 to Samantha Clemons Knapp and her husband. They have agreed to pay legal fees for this transaction. There is no consideration being paid for the purchase price.

In addition, I move that Carol McGill can sign all paperwork associated with this transaction. We no longer need this property, and it represents an extremely small piece of our assets".

Elizabeth White seconds the motion

"All in Favor" vote request -100% yes vote to approve both actions outlined above.

A document with the information above was passed to each of the board members requiring their signature for approval.

- Carol McGill sent to all board members a link to review the PFL Policies and updates that Carol McGill, Elizabeth White, and Barbara Radigan have been updating. The board has been asked to review the documents in the link. Once approved by the PFL Board of directors, Elizabeth White will put all the documents in a proper and manageable format

Motion to approve Deborah Baran, 2nd the motion: Nancy Cole "All in Favor" Yes –the updated Library policies approved 100%

- **140th Anniversary Celebration and PFL Events**
 - Discussed the "Ice Cream Social" coming up on July 22.
 - Decided to have ice cream for 100 servings based on what interest we are hearing. If there are leftovers, it will be used on "Movie Night". Requesting board members be there at 5 to aid in the setup.
 - "Movie Night" is scheduled for Saturday, August 28th. More details to follow. Equipment and movie being lent to us from The Southern Tier Library System.
 - A request to looking into having Tanglewood Nature Center as one of our events.
- **Strategy Process**
2nd half of Strategy to be presented in the August Board meeting
- **Mask Policy** – For this next month, we are still at "Stay as we Are". At the next August monthly meeting, will decide if a change is needed.
 - For masking, we are having masks required for non-vaccinated and request vaccinated people to consider wearing masks. For all children's programs, everyone will be masked.

New Business

- Discussed to try to start to meet again with the Hammondsport Library Trustees. Brian Hildreth is willing to pursue getting both our libraries on the same taxing process. Hammondsport seems reluctant at the moment to discuss.
 - Carol McGill asked if we had any contacts with any of the Hammondsport trustees and to talk to them about the taxing process and getting together for future meetings.
- Discussed STLS policies of maintaining public records such as the Board Meeting Minutes, Financial Reports, and the Directors Report, preferably on the library's website.
 - The minutes must reflect how each board member voted on such actions.
 - When the minutes report "all in favor", it must mention if 100% in favor or 80% approve, 20 % oppose, or 8 members approve, 2 members oppose.

Motion to adjourn; Nancy Cole, 2nd the motion: Luanne Graulich; "All in Favor" Yes 100% – meeting adjourned.

Secretary
Deborah Baran