

July 13th, 2021 - Pulteney Library Minutes from June 8th, 2021

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

- President Carol McGill called the meeting to order at 7 pm
 - A very full agenda this evening

Meeting Minutes Provided by Deborah Baran

After a couple grammatical corrections, amendments will be made, and the final amended minutes placed on SharePoint.

Motion to approve: Fred Schulte, 2nd the motion: Debbie Yastremski. "All in Favor" Yes – minutes approved.

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.

A question was asked if there were funds available and the dollar amount if there was ever a need. Fred Schulte and Elizabeth White provided the details. There is no need to make any withdrawals.

Motion to approve Debbie Yastremski, 2nd the motion: Nancy Cole "All in Favor" Yes – minutes approved

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

One item of interest the Bike Rack and the Bike Repair Station concrete ground will be laid this Friday, June 11th, and the bike rack will be detachable for storage in the winter. The work was done by Sam Garber.

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, said 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.

- At the next Library Board meeting on July 13th, 2021, a clearly stated resolution is to be read to the trustees for the disposition and they agree to the transfer and there is no consideration being paid for the purchase price. Permission granting the Board President, Carol McGill, will be able to sign for the sale for this particular transaction.
- The review of PFL Policies and updates that Carol McGill, Elizabeth White and Barbara Radigan have been working on scheduled for this board meeting was postponed. The board has been asked to review the document designated in SharePoint and Carol McGill will send a link.
- Summer Reading Program in 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 – this is still a work in progress-, board members are still reaching out and will update Barbara Radigan.
- **140th Anniversary Celebration and PFL Events**
 - Debbie Yastremski asked the board what direction the board wanted for the “walk-thru” – a visual history of the Library format that they wanted her and Deborah Baran to take. The board left it to us to decide. The two of us will be meeting to review and collect more information and brainstorm on the format.
 - Carol McGill asked for a volunteer to coordinate the events and people involved. To confirm dates, a checklist of things to be done and who will be responsible for each task, contact those to advertise... Deborah Baran will take up the position of event coordinator.
- The one event discussed was “Movie Night”. Equipment from STLS will be borrowed and there is a short list of movies allowed. There seems to be no constraint timewise to reserve the movie and equipment. It is suggested that we advertise to show the movie, but to have a rain date suggested since the movie will be held outdoors. August is the recommended month since the nights will be getting darker earlier.
- **Strategy Process**
Carol McGill, Barbara Radigan and Deborah Baran have held meetings to discuss the Strategy Process and the Vision for PFL and the Community
 - Carol McGill presented the statistic from the 2019 STLS Analysis to see how we fare with the other local libraries. We receive far less funds for our library as compared to the others.
 - We are stating out using the “SCOT” Analysis – Strengths, Challenges, Opportunities, and Threats to evaluate PFL. At tonight’s discussion, only the Internal Factors of Strengths and Challenges were presented.
 - A presentation was made by Deborah Baran that provided lists to jump start the PFL Board members in thinking and to add items in the meeting. Otherwise, we are asking the board members to take the papers home and fill in their comments and return to the library in two weeks. Our group will update the sheets. No evaluation or prioritizing was to be done at this meeting. That will be a near future task.
 - A request was to fill out the sheet for “Pulteney, who are we today.
 - It was suggested a contest be held to determine a “tag-line” or project name with a prize be awarded.
 - This is only the first step in the Strategy process. Evaluations and prioritizing of the board’s and community’s responses, one on ones, focus groups, surveys are future endeavors.

New Business

- **Mask Policy** – The mask policy for PFL is a board decision. Policies on this subject with the state and other organizations are changing daily. The CDC and New York State Guidelines differ in certain areas, and the library is to follow their recommendations and guidelines.
- 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.

PFL Board were all in favor of proceeding “as we are – our current policy which masks are optional for those who have been vaccinated. We will follow the New York State Honor System. We will not change every couple days, but at the next board meeting if updates are needed.

- **Social Media Policy** – Carol McGill, Barbara Radigan and Deborah Baran had a conference call with STLS social Media Representative for suggestions to improve PFL’s Social Media Sites, Tools and Policy. The Social Media policy was sent out to board members. It is basically STLS’s boiler plate Policy. The importance of having this available on site is to protect ourselves to block harmful and unacceptable comments. The vote was all in favor of accepting.
- **Peek Property issue** – PFL has been approached by Don and MJ Peek concerning the rough and rutted lawn on their property caused after the construction of the new library. It is exceedingly difficult to mow. We have a short term of solution for the PFL to be responsible for mowing the lawn and in the fall, do the work necessary to correct it, like bringing in dirt in and rolling. Carol will convey the decision/option to the Peeks.

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

Secretary
Deborah Baran