

October 12 2021 - Pulteney Library Minutes from September 13th, 2021

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

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

Format change in the meeting

- New format for meetings due to the new open meeting guidelines from the New York State on meetings using zoom again or a hybrid version and this library will be working out the audio issue. We now have the option to do hybrid meetings.
- Guest Speaker – Debbie Decker - proposal to the Board of a new Fund Raiser – Poker Run
 - Assistance needed and requirements – Publicity, Prizes, Documentation, Route, approval of Board
 - Contact motorcycle clubs to post on their internet sites, newsletters, flyer to hang up
 - Set the date; The ideal time would be May and June, avoiding other runs and events that would take away the people. How many poker run stops to be set up, 5 or 7.
 - Design the route – places to stop for drinks, bathrooms, to obtain their game card - Will this be a Poker Run or a Scavenger Hunt.
 - Select the prizes – donations from local vendors or the library contributes too, mud flaps. Wine, wine and cheese baskets, tickets to events
 - Entry Fee – the driver, one fee and a separate fee for passenger? – make clear who the benefit is for and the reason.
 - Documentation – signup sheet, waiver sheet, map, cards, flyers and posters
 - Meet with lawyer and insurance agent to know our responsibility

The trustees were very positive on the event. Before making a final decision, the board will need to hear about the insurance and liability.

Meeting Minutes Provided by Deborah Baran and filed on Share Point

Minutes read. In tonight's trustee meeting, two small changes, a person's name and Tanglewood is one word.

Motion to approve; Debbie Yastremski 2nd the motion: Liz Ryder. "All in Favor" Yes – 100% - minutes approval of minutes.

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

The Harriet and Fred Taylor Foundation check was received for \$8500, The original amount in the library's request. No unanticipated surprises expected in the financials..

Fred Schulte will be meeting with the accountant to discuss depreciation methods and the cost and financial effect. This will be the first time the library's financial will have depreciation effect. In the October Board meeting, Fred Schulte will present to the board. The library will still have to file the longer and more detail tax form 990 because our assets will still be over 1 million dollars, instead of the easy 990Z. The Generac generator will also need to be considered.

Motion to approve Elizabeth White, 2nd the motion: Nancy White "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

- The Land Sale to Samantha Clemons Knapp, who owns the lot adjacent to the lot where the library storage barn is located, is complete.
- Elizabeth White has been working on PFL Policies and update documents and putting them in in a proper and manageable format. One more review is necessary to assure all appendix references, table of contents and references match up to the policy and are in a consistent format.
- Mask Policy – the board will review each month. All children under 12 must wear masks. Today, adults are not required to show their vaccination cards.
- **Strategy Process**
Homework. A worksheet was passed out to board members to do the 3 Dot prioritizing on the line items associated with Opportunities and Threats. The sheets are asked to be turned in at the library. They will be collected and discussed at the next board meeting.
- **Peek Land**
Carol McGill has talked to the Peeks and they seem to be asking for a simple fix. We will require them to sign off that the job was done for their satisfaction.

New Business

- Dorothy Graham has donated money for the fertilizer for the lawn for winter. Four volunteers are requested to help spread the fertilizer. The event will take place on a Saturday. No exact date or time will, this depends on the weather.
- Community Room Policy- Barb Radigan and Carol McGill will review the policy and amend the text. The fee for the room needs to be considered for a sales event versus an event that aids the community and there is no sale of a service or product. Barb Radigan and Carol McGill will presented to the trustees at the next meeting.
- The Bicycle Rodeo (September 18) – Ice cream and cookies will be served at this event. At least 4 volunteers are being asked to help out. Please be there at 9 am for the 9:30 event.
- The 140th anniversary Presentation was quickly presented to the board. A pdf version will be mailed out to all the trustees to review at their leisure and send in their comments

Motion to adjourn; Elizabeth White, 2nd the motion: Liz Ryder” Yes 100% – meeting adjourned.

Secretary
Deborah Baran