

## AGENDA & MEETING MINUTES

<b>Meeting Date:</b>	September 14, 2020	<b>Time of Meeting:</b>	7:00PM
<b>Prepared By:</b>	Pauline M. Kurtz	<b>Location:</b>	Library Community Room
<b>Purpose/ Outcome:</b>	Monthly Board Meeting		

### *“Where minds can set sail”*

#### 1. Attendance

Role	Name	Minutes	Present (☑)
Trustee	Jim Madden		
Financial Chair	Marge Clark		✓
Vice President	Bob Kane		✓
Vice Financial Chair	Pauline Kurtz		✓
Director	Meghan Brauer		✓
President	Diane Muscoreil		✓
Trustee	Kathy Neville		✓
Secretary	Kate Peck		
Construction Project Coordinator	Melissa Langridge		
<b>Guests</b>			

#### 2. Meeting Agenda

#	Topic	Motioned	Carried
1	Minutes to the August meeting pending approval need clarification of notes on grant for wiring project		
2	Director's report – see attached details		
3	Director to pause Buffalo News daily deliver as there is a 3 day quarantine on materials before they can be put out		
4	Motion to pay bills as presented	Kathy 2 <sup>nd</sup> Pauline	Approved
5	Construction Update – progress has slowed sub-contractors in at 9:45 leaving by 2pm.		



6	Book Sale scheduled for October in area off the children's section. Staff to monitor numbers to maintain COVID protocols		
7	Pumpkin Decorating contest to be held. Participants to pick up pumpkins and paints at library and return completed for judging		
8	Meghan to hire a part-time position to cover vacations, sick days, etc.		
9	Novels by Night book club to restart with Zoom and in person meetings at the library		
9	Friends to donate \$3000 to endowment fund		
10	Updated Gift and Donation Policy provided for Board review		
11	Need to update signers on bank accounts		
12	Diane to move forward with request for \$70,000 from the endowment for final construction payment as approved previously.		
13	IRS tax issue now to the point the IRS will seize our property if not resolved. Jim and Melissa discussed with Myers Accounting they will prepare a letter of explanation. Might be time to consider another firm if the matter is not resolved.		
14	October meeting moved to Tuesday 10/13 due to Holiday Monday		
15	Motion to adjourn 7:50PM	Bob 2 <sup>nd</sup> Kathy	Approved
<b>3. Key Meeting Decisions &amp; Notes</b>			



**1. Open Action Items**

Action	Assigned to	Due Date
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**2. Topics for Next Meeting**

#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Director's Report		
3	Construction Project Update		
4	Review Gift & Donation Policy		
5	IRS Update / Resolution		
6	Other		

**3. Core Distribution List for Agenda/Minutes**

**To:**

- M. Brauer
- M. Clark
- B. Kane
- P. Kurtz
- M. Langridge
- D. Muscoreil
- K. Neville
- K. Peck



**Director's Report - September 2020**

Month	2020	2019	Difference
August	1515	2199	-32%

Adult (163/420) and Juvenile AV (50/142) is way down from the previous year as well as juvenile non-fiction (40/105). Juvenile fiction isn't too bad (448/575). Adult NF (171/172) and Adult Fiction (501/645) both increased this month. I think more patrons were aware that we were fully open and this has helped increase traffic a little. Overall we are showing a 10% increase from last month!

**Hoopla Users**

August	82
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**Social Media Tracking:**

Facebook	Month	Followers
	September 2020	899
	August 2020	841
Instagram	Month	Followers
	September 2020	291
	August 2020	291

**Bills:**

- Automatic Deductions

Name	Amount	Date of Withdrawal
National Fuel	\$136.00	September 23
Verizon	\$138.75	September 14
Century Link	\$8.46*	n/a
National Grid	211.19*	August 27
Selective Insurance	822.18	September 22
Spectrum	\$104.98*	August 25

- Checks paid

Name	Amount	Invoice Number	Date	Notes
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DC Janitorial	\$540.00	1685	8/21/20	July-Aug Cleaning
NIOGA Library	677.50	2249	9/1/2020	Access Point Chg
Buffalo News	474	Sep 2020	9/7/2020	Yearly subscription

#### News:

- School has started- working with the MS/HS librarian Maureen Mahar to encourage students to get library cards in case schools go virtual in the near future.
- Status on construction project:
  - Fire alarm wiring completed. Siemens is now monitoring. \*\*
  - Drywall is mostly completed upstairs. They are now working downstairs
  - Elevator call box has been hooked up by verizon and tied into our fax line.
  - Water meters have been consolidated, look for 1 bill going forward
  - Lighting order was submitted 9/10
- Status on our 2019 NYS Grant Application:
  - Still waiting to hear. No further updates this month.

#### Programming:

- Summer Reading
  - All ages summer reading raffle ended on August 20.
  - Participants: 15 children participated and 3 adults.
  - 6 children's winners: CJ M, Grace B, Ella T, Sadiw W, Abby P, Yeardley G and 1 adult winner Frank B.
- Make and Take crafts: Two fall crafts are currently being offered for older and younger children
- Census taker coming 12-2 9/17 to sit outside at table

#### Friends' Activities

- There are approx. 85 children registered in Dolly Parton's Imagination Library. Twenty-eight have already graduated.

#### Questions/Concerns/Old Business/Other:

- Obtain 100% refund on the Vestaboard.
  - Request has been submitted, waiting for this to go through
- October meeting- 2nd Monday is Columbus Day

#### New Business:

- Pumpkin Painting Lions Club —
- Key Bank paperwork- check signers
- Hiring process for new employee.
- Friends decided at their 9/10/20 meeting to donate \$3,000 to the library.
- Book recommendations from board members for social media posts