

## AGENDA & MEETING MINUTES

<b>Meeting Date:</b>	May 10, 2021	<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		
	<b>Guests</b>		

#### 2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order at 7:03PM		
2	Review of minutes from April meeting. Apporved with the following edits – Kathy Neville in attendance and business name Simply Rooted – N. Austin.	Kathy – Motioned Marge – 2 <sup>nd</sup>	Carried
3	Treasurer’s Report – books balanced through month end. Transferred funds from Money Market to checking account. Remaining Grant fund for 2017 \$5,000.00 & 2020 \$24,000.00 should be received shortly. Discussed cost of audit by independent firm, Annual Update document and looking to survey NIOGA if compensation for Treasurer is a common practice.		



4	Community Foundation – Library Endowment Fund balance – as of March 31 - \$264,985.67		
5	Annual Meeting not held due on going Covid restrictions maintaining the same slate of officers as 2020 for continuity – See February minutes for details.		
6	Additional pages updated for bank account signature cards.		
7	Correspondence – Library patron Esther Meyers		
8	Director’s Report – Bills paid as presented (see report for details)	Bob Motioned Jim – 2 <sup>nd</sup>	Carried
9	Shelving make over in process waiting vendor design options, Story Time stage built – considering how to decorate the space, considering location of M. Zito memorial		
10	Make & Take Crafts very popular 30 provided for Mother’s Day		
11	Discussed creation of Petty Cash drawer for reimbursement of craft supplies. Purchaser will simply provide receipts. \$50.00 check to be issue for this purpose.	Kathy – Motioned Jim – 2 <sup>nd</sup>	Carried
12	Summer Reading Program – theme Tales & Tails – cookie decorating with the Cookie Cottage, Kites, Stem kits possible activities. Looking to have pre-registration to allow for any COVID related mandates that may be in place and proper planning.		
13	Fox Fence estimate for backyard \$3,500. Style – Nobility Fencing -aluminum 4 ½ ft. high, including gates. Friends considering funding the project.		
14	Discussion of when we can open meeting space to public. Driven by COVID protocols and receiving final occupancy certificate. Possibly September.		
15	Discussion to allow K. Peck to bring elementary class to library. Again driven by COVID protocols and social distancing requirements.		
16	Next Meeting June 14, 2021		
17	Meeting Adjourned 8:10PM	Jim – Motioned Bob – 2 <sup>nd</sup>	Carried

**3. Key Meeting Decisions & Notes**

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1. Open Action Items		
Action	Assigned to	Due Date
<ul style="list-style-type: none"> <li>Design for glass walls to enhance visibility &amp; safety</li> </ul>		
<ul style="list-style-type: none"> <li>Ramp and landing 2<sup>nd</sup> Floor – Need for a railing and possible re-do on the floor trim to enhance safety</li> </ul>		
<ul style="list-style-type: none"> <li>Trim on study rooms desks</li> </ul>		

2. Topics for Next Meeting			
#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Director's Report		
3	Items from the floor		

3. Core Distribution List for Agenda/Minutes

- To:**  
 M. Brauer  
 M. Clark  
 B. Kane  
 P. Kurtz  
 J. Madden  
 D. Muscoreil  
 K. Neville  
 K. Peck



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