

## AGENDA & MEETING MINUTES

<b>Meeting Date:</b>	December 11, 2023	<b>Time of Meeting:</b>	6:30PM
<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 (☑)
Director	Meghan Brauer		☑
Vice President	Pauline Kurtz	☑	☑
Treasurer	Jim Madden		☑
Trustee	Kate Metro		☑
President	Kathy Neville		☑
Secretary	Kate Peck		
Trustee	Amy Seeley		☑
Trustee	Nancy Simmons		☑
	<b>Guests</b>		

#### 2. Meeting Agenda

#	Topic	Motioned	Carried
1	Approval of November minutes tabled until January meeting		
2	Treasurer's Report – Community Partnership Funding from Legislator D. Godfrey received \$1,400.00, NY state grant check pending		
3	Donations – KeyBank \$500.00 Grant approved check pending & \$245.00 patron donations received – see director's report for details		
4	No correspondence		



5	Election of 2024 Officers – President Pauline M. Kurtz, Vice President Nancy Simmons, Treasurer Jim Madden, Secretary Kate Peck – Slate of Officers carried as presented. At Large member Kathy Neville.	Motioned – Kathy Second - Jim	Carried
6	Director’s Report – Bills paid as presented see monthly report for details		
7	Update on QuickBooks Variance – Meghan met with Linda Walker and Mary O’Brien it appears the resolution revolves around making a year end journal entry		
8	Jan Johnpier of Lake Ontario Design – will begin working with Meghan and the library staff in making improvements/edits to our web and social media sites		
9	Meghan will contact Myers Accounting to end the relationship by year’s end. Moving all to JLThom CPA – Jennifer Thom who specializes in Libraries and their unique needs		
10	2024 Programming has started w/ a Puzzle Night Event in January or February, recipe club, adult crafts and more – see monthly report for additional details		
11	Friends’ speaker series continues with local Sculptor – see monthly report for additional details		
12	Meeting adjourned 7:30PM	Motioned – Jim Second – Pauline	Carried

**3. Key Meeting Decisions & Notes**

2024 Author Event – Corporate Sponsor, Location – Sunset Grill (?) Children’s Author or Local author/writer to begin planning w/ Kathy’s assistance

**1. Open Action Items**

Action	Assigned to	Due Date
<ul style="list-style-type: none"> <li>To Approve November Minutes with edits</li> </ul>		January 2024
<ul style="list-style-type: none"> <li>Nominations for additional Board Member(s)</li> </ul>		
<ul style="list-style-type: none"> <li>Still looking for resolution w/ IRS filing issue</li> </ul>		
<ul style="list-style-type: none"> <li>Annual Report for New York State / NIOGA</li> </ul>		
<ul style="list-style-type: none"> <li>Continue review/update policies</li> </ul>		
<ul style="list-style-type: none"> <li>Vendor Solicitation Letters for Open Book Fund Raising</li> </ul>		
<ul style="list-style-type: none"> <li>Review NY Humanities Grants for future programming</li> </ul>		



**2. Topics for Next Meeting – January 8, 2024 – 7:00PM**

#	Agenda Topics	Facilitator	Time
1	Approve minutes from previous meetings		
2	Treasurer's Report		
3	Correspondence – status of notes of condolence to Jackie Roger's daughters		
4	Director's Report		
5	Old Business		
6	New Business		

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

**To:**

- M. Brauer
- P. Kurtz
- J. Madden
- K. Metro
- K. Neville
- K. Peck
- A. Seeley
- N. Simmons

