

Frothingham Free Library
Board of Trustees Meeting Minutes
March 15, 2022

ATTENDANCE: Carol Stuff, Michele Furnare, Lynn Richardson, Gretchen Subik, Pat Galeazza,

Linda Bell, Lori Simonds – Guest

ABSENT: Wendy Sullivan, Linda Wszolek, Bobbi Jean Flint, Martha Stanton, Phyllis Smith

The meeting was called to order at 7:23 p.m. by Co-President, Carol Stuff.

Approval of January 11, 2022 Meeting Minutes

The minutes of the January 11, 2022 Annual Meeting were reviewed with copy on file. A motion to approve the minutes was made by G. Subik and seconded by P. Galeazza. There being no further discussion, the motion was voted and carried unanimously.

The minutes of the January 11, 2022 regular meeting were reviewed with copy on file. A motion to approve the minutes was made by M. Furnare and seconded by G. Subik. There being no further discussion, the motion was voted and carried unanimously.

Treasurer's Report

The financials for January and February 2022 were distributed and reviewed, with G. Subik noting that the bottom line is positive at this time. The money was received from the FFCS Tax Proposition in the amount of \$38,058, and \$6,500 was received from the Town of Mohawk. The annual fundraising letters were mailed in February, and to date, \$4,740 has been received from patrons. L. Bell noted that some significant donations were received from some new sources.

A motion to approve the Treasurer's report was made by P. Galeazza and seconded by L. Richardson. There being no further discussion, the motion was voted and carried unanimously.

Assistant Director's Report - L. Bell

According to the contractor, the library's sign will probably be ready in three to four weeks. In the meantime, the community has been asked to submit suggestions for the library's logo. Discussion ensued regarding incorporating the library's logo into the sign, and it was decided to use the graphics previously approved by the Board to avoid possible upcharges and delays in completion of this project.

The Youth Bureau Grant has been submitted, and the Walmart and Aldi Grants are being worked on at this time. The Board thanked L. Bell for her hard work on grants, programs, etc.

Coverage has been arranged while L. Bell is on vacation from March 20-31.

Recent programming has been well attended. Today's Story Hour was attended by 11 children, who enjoyed cookie decorating facilitated by the owner of Queen Bee Bakery and a St. Patrick's Day themed story. Plans for programs to be held during the spring break are in progress.

Committee Reports

Budget and Finance - G. Subik reported that a meeting was held with G. Murray earlier this evening to review the status of the library's investment account. Mr. Murray noted that the portfolio is conservative in accordance with the parameters established by the Board. Distribution of funds is: 45% fixed, 30% equities, and 25% cash. Values are down compared to the end of last year, which is consistent with current market trends.

Building and Grounds - P. Galeazza updated the Board on a meeting held with Mayor Peeler on March 11th to discuss options for a new building for the library. The Mayor outlined some ideas for the renovation of the village, which may include land on Park Street for the construction of a new library with a raised foundation to accommodate the flood zone. P. Galeazza explained that it is currently unknown as to who would purchase the property and do the work. Mayor Peeler also discussed plans for the utilization of the new park, which include outside movies and a Saturday market with vendors.

L. Bell distributed a proposal from C. T. Male Associates to provide geotechnical and civil engineering services for the library. The scope of their work would include a topographic survey, drilling and oversight, and stream flow modeling and geotechnical recommendations. The lump sum cost of this work is \$17,000. Per the Mayor, the library owns the part of the creek on the side of the building. L. Bell recommended the library join forces with the village to seek recoupment for damages related to last year's flood and the mitigation of recurrence.

Media Materials - L. Bell informed the Board she has a list of approximately 60 books she would like to purchase, hopefully in March.

Special Events - L. Richardson noted that the next fundraiser, a book/bake/plant sale, will be held at the library May 5-7. L. Bell will follow up with the Sand Flats Orchard regarding plants for this event and P. Galeazza will contact the local 4H. L. Bell indicated she will have sign-up sheets available at the desk two weeks in advance of this event.

L. Bell indicated she would like to hold another fundraiser between March and June. Ideas for this fundraiser were discussed, and the sale of pies and flowers suggested as feasible options. L. Richardson will contact B. Flint and ask her to obtain prices for pots of flowers from the Amish.

A meeting will be held at the Fonda Village Office this Saturday at 10 am, at which time the lottery for parking cars at the races and the fair will take place. L. Richardson and M.

Furnare volunteered to represent the library at this meeting. L. Bell will provide the priority list for parking dates at the races, with Sunday identified as the preferred day for the fair.

Public Relations - L. Bell introduced Lori Simonds, who has volunteered to work on getting the library's information in the media outlets. A suggestion was made to try the county website and the website for the Village of Fonda.

Personnel Committee - M. Furnare indicated there are no updates at this time.

Unfinished Business

Director Search Update - C. Stuff made contact with a person who indicated she was not interested in the position. A suggestion was made to put the information out to retired teachers.

New Business

M. Furnare informed the Board that the library has received a donation of a hand-made cradle. Following discussion, it was decided to sell raffle tickets for this item. P. Galeazza indicated she will design and print tickets for the raffle.

C. Stuff distributed proposed changes to the library's rules related to the borrowing and return of materials. A motion to approve the revisions as presented was made by M. Furnare and seconded by G. Subik. There being no further discussion, the motion was voted and carried unanimously.

L. Bell stated she would like to attend a seminar on ways to increase adult programming at a cost of \$25. The Board approved this request, noting that this year's budget includes conference/travel expenses.

C. Stuff discussed the possibility of doing a thank you sign for the annual fund drive that would include donors' names. Following discussion related to potential confidentiality issues, it was decided not to pursue this at this time.

L. Bell noted that approval is needed on the quote for doing the lighting of the new sign. P. Galeazza will contact JME Electric to see if the library can get a better price for this work.

A quote was received from the Hope Energy Group for upgrading the lighting in the library from fluorescent to LED fixtures. Per the contract, the cost would result in an increase in the National Grid bill of \$100 per month for one year. P. Galeazza made a motion which was seconded by G. Subik to approve entering into the contract. There being no further discussion, the motion was voted and carried unanimously.

L. Richardson noted that some revisions are needed to the library's bylaws, e.g., the mission statement needs to be updated to be consistent with changes which were approved at the September 2020 Board meeting. L. Richardson will bring the proposed revisions to the May meeting.

L. Bell requested the Board's approval to purchase black out curtains and rods to darken the room for movies at the library at a cost of approximately \$400. G. Subik made a motion, which was seconded by P. Galeazza, to approve the purchase. There being no further discussion, the motion was voted and carried unanimously.

Discussion ensued regarding the possibility of removing the tree in front of the building and replacing it with flowers in a large pedestal planter. P. Galeazza will follow up with the 4H regarding removing the tree.

Adjournment

The meeting adjourned at 8:53 p.m. on a motion by M. Furnare which was seconded by P. Galeazza.

The next meeting will be held at 7 p.m. on May 17, 2022.

Respectfully submitted,

Lynn Richardson
Secretary
Board of Trustees