

Frothingham Free Library
Board of Trustees Meeting Minutes
May 17, 2022

ATTENDANCE: Carol Stuff, Wendy Sullivan, Michele Furnare, Lynn Richardson, Pat Galeazza, Gretchen Subik, Martha Stanton, Bobbi Jean Flint, Lori Simonds, Linda Bell, Phyllis Smith

The meeting was called to order at 6:54 p.m. by Co-President, Carol Stuff. The Board accepted the resignation of Trustee Linda Wszolek and welcomed new Trustee Lori Simonds.

Approval of March 15, 2022 Meeting Minutes

The minutes of the March 15, 2022 meeting were reviewed with copy on file. A motion to approve the minutes was made by M. Furnare and seconded by B. Flint. There being no further discussion, the motion was voted and carried unanimously.

Treasurer's Report

The financials for March and April 2022 were distributed and reviewed, with G. Subik noting that the year to date loss on the investment account through Patriot Asset Management is \$9,997. It was noted that our portfolio is very conservative, which has helped to somewhat minimize the losses.

To date, \$6,615 has been received from the annual fundraising campaign. P. Smith attributed the increase in utilities expense to the new internet service and the upgrade to the phone system.

A recommendation was made to write reminder letters to the Town of Glen and the Villages of Fonda and Fultonville for their annual contributions. Discussion ensued regarding asking for contributions from the Towns of Charleston, Root and Esperance, as they are part of the library's service area. M. Furnare made a motion, which was seconded by P. Galeazza, to ask the Towns of Charleston, Root and Esperance for contributions of Board of Trustees 05-17-2022. \$1,000 each. There being no further discussion, the motion was voted and carried unanimously.

A motion to approve the Treasurer's report was made by M. Furnare and seconded by B. Flint. There being no further discussion, the motion was voted and carried unanimously.

Assistant Director's Report - L. Bell

The library's sign has been installed, and feedback has been very positive. The cost of the sign and its installation was \$2,030, most of which was paid for through a grant and the generous donations from the Fonda Fultonville Community Foundation and a private donor. An estimate of \$1,361.53 for the illumination of the sign was received from JME Electric, which is slightly less than the original bid. It was noted that this will be a capital improvement item.

Notification was received from G. Murray that the library will be receiving the full \$7,000 requested from the pandemic money the town has. It is unknown, however, as to when this money will be received.

The new outdoor movable sign was received and is serving the purpose well. As approved at the last meeting, the lighting at the library will be changed over to LED through National Grid. The cost is \$1,200, which the library will pay back to National Grid over a period of one year.

The proceeds from the recent book/plant/bake sale were \$1,259. L. Bell thanked everyone for making this event a success. The bakers were thanked via Facebook. W. Sullivan will send a thank you note to the 4-H for their donation of plants.

Julie Araujo has been hired as the library's new housekeeper. L. Bell noted that Julie is very dedicated to the library and is a welcome addition to the staff.

A professional cleaner will be at the library on June 2nd to do an intense cleaning of the floors, carpets and chairs.

The library will facilitate FFCS Middle School students obtaining their library cards.

Committee Reports

Board of Trustees 05-17-2022

Budget and Finance - The minutes from the March 15, 2022 Finance Committee Meeting were distributed by G. Subik prior to tonight's meeting. A motion to approve these minutes was made by P. Galeazza and seconded by B. Flint. There being no further discussion, the motion was voted and carried unanimously.

Building and Grounds - Discussion ensued regarding removing the tree from the front of the building, cleaning out that entire area and replacing it with a planter. Also discussed was power washing the front of the building and replacing or cleaning up the front door. P. Galeazza will contact a local company to obtain an estimate for power washing the building, and W. Sullivan will follow up on the tree removal project. L. Bell will get paint for the front door, with the goal being to replace it at some point in the future. W. Sullivan will follow up with a local contractor to obtain an estimate for installing a new front door, renovating the back entrance and making some improvements to the area surrounding the back parking lot. The possibility of securing a \$5,000 construction grant through the MVLS to fund this project will be explored by L. Bell. Following discussion, it was also agreed to add security cameras to the front and back of the building. L. Bell informed the Board that she called the roof contractor regarding a leak in the ceiling near the file cabinets. He did some work on sealing the area, but has not yet submitted an invoice.

Long Range Planning - C. Stuff reported she has not heard back from Matt Ossenfort's office regarding a tour of the DPW property on Park Street. A suggestion was made to contact Bob Headwell on this matter, and C. Stuff indicated she would follow up. As discussed at previous meetings, there is potential for building new facilities on Park Street.

Media Materials - M. Furnare indicated there were no updates to report.

Special Events - M. Furnare and L. Richardson represented the library at a meeting held at the Fonda Village office, where a lottery was conducted for parking cars at the races and the Fonda Fair. The library's dates for parking cars at the races are: Saturday, June 4th, and Thursday, September 15th. The date for parking cars at the Fonda Fair is Sunday, September 4th. A sign up sheet for June 4th was distributed, and those participating were asked to arrive at the parking lot on Park Street at 3:30 p.m. The parking fee is \$6 per vehicle. Discussion ensued regarding the need to assure there is ample money in the cash box to make change. P. Smith will follow up on doing the check and getting the money from the bank. M. Furnare will be the back-up to get the money for making change, picking up the vests, etc.

Public Relations - Appreciation was expressed to L. Simonds for her efforts related to getting the library's events and information published in the newspapers.

Unfinished Business

Director Search Update - C. Stuff reported that contact was made to a potential candidate, but no response was received. A letter was sent to some retired teachers, with no responses received. L. Bell suggested that C. Stuff and W. Sullivan meet with Eric Trahan at MVLS to discuss difficulties related to recruiting viable candidates and seek his assistance with the development of a job description that would be posted on the MVLS website. The need to demonstrate the Board's due diligence in securing someone for the director's position was acknowledged by the group.

Approval of Updated Bylaws, Mission and Vision Statements and Long Range Goal - C. Stuff explained that the documents are not available at this time. L. Bell will follow up with Maureen White on the status of the changes to the bylaws. When completed, M. White will email all of the documents to Board members for their approval. L. Bell noted that the inclusion of this information on the library's website is time sensitive in order to meet guidelines established by the MVLS.

New Business

L. Bell has expressed an interest in becoming a Notary Public. It was noted that this expenditure was previously approved by the Board.

L. Bell asked for the Board's approval to purchase a refurbished chromebook and a DVD player for showing movies at a cost of approximately \$140. L. Simonds made a motion, which was seconded by G. Subik, authorizing the Assistant Director to make purchases for the library of up to \$250 per item without Board approval. There being no further discussion, the motion was voted and carried unanimously.

Options for the library's logo developed by local art students were displayed for the Board's consideration. Following a vote, the consensus was to proceed with entry #2, with minor modifications, as our logo. W. Sullivan will follow up with the instructor to get the modifications completed and ascertain the names of all of the participants.

L. Bell showed the group another entry submitted for the logo contest, indicating she would like to use it to promote the library's childrens' programs. The Board felt the design was excellent and approved using the artwork for this purpose.

L. Bell obtained a list of local libraries from Eric Trahan that have recently undergone remodeling. Eric feels that the libraries in Northville, Fort Plain, and Sharon Springs are good options to visit to gather ideas for our facility. Visits to these libraries will be scheduled, and Board members who are interested are welcome to join the tours. Discussion ensued regarding the possibility of the Board temporarily meeting on a monthly basis due to the high volume of issues which need to be addressed and subsequent decisions that need to be made. The Board concurred that meeting on a monthly basis would be appropriate at this time and recommended starting the meeting earlier in the evening.

Adjournment

The meeting adjourned at 8:41 p.m. on a motion by G. Subik which was seconded by P. Galeazza.

The next meeting will be held on June 21, 2022 at 6 p.m.

Respectfully submitted,
Lynn Richardson
Secretary
Board of Trustees