

Frothingham Free Library

Board of Trustees Meeting Minutes

September 20, 2022

ATTENDANCE: Carol Stuff, Martha Stanton, Lynn Richardson, Pat Galeazza, Bobbie Jean Flint, Lori Simonds, Linda Bell, Phyllis Smith

Guest: Jerry Collins

ABSENT: Michele Furnare, Wendy Sullivan, Gretchen Subik

The meeting was called to order at 6 p.m. by Co-President, Carol Stuff.

Guest Jerry Collins was introduced and presented the library with a donation check in the amount of \$50,000, requesting that the money be used for the library's needs, i.e., expansion, books, and programs, as opposed to salaries. The Board expressed its sincere appreciation to Mr. Collins for his very generous donation and indicated the money will be deposited into the library's savings account for future needs.

Approval of July 19, 2022 Meeting Minutes

The minutes of the July 19, 2022 meeting were reviewed with copy on file. A motion to approve the minutes was made by B. Flint and seconded by P. Galeazza. There being no further discussion, the motion was voted and carried unanimously.

Treasurer's Report

The financials for July and August 2022 were distributed and reviewed.

Following discussion related to next year's budget, L. Simonds made a motion to increase the tax cap to \$75,000 for the 2024 fiscal year. The motion was seconded by M. Stanton. There being no further discussion, the motion was voted and carried unanimously. L. Bell will send a letter to the Fonda Fultonville Central School on behalf of the library requesting an increase in the tax cap to \$75,000.

To date, there has not been a response to the donation letters sent to the Towns of Charleston, Root and Esperance, and the Town of Glen has not made its annual donation for 2022. It was noted that the villages and towns in our area have different fiscal years, and a recommendation was made to compile this information to determine the appropriate time to send each municipality's donation request. C. Stuff indicated she would follow up.

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

Director's Report - J. Sullivan

A shared folder has been created in the Google drive to use as an alternative to some of the text threads, e.g.. sign ups for events. J. Sullivan will develop instructions for its use, how to share a link, etc.

The library construction grant is due on October 5th. An estimate of \$9,000 was received for the concrete at the front of the building. L. Bell indicated that the quote for the back entrance remodel is \$14,000. A quote in the amount of \$17,000 was received from CT Male for the assessment of the area on the creek side of the building. L. Bell indicated she would contact the Village of Fonda regarding cleaning up the area (weeds, brush, etc.) between the library and the building next door. Discussion ensued regarding the feasibility of the library using the building next door for additional space, but it is unknown as to whether there are structural issues involved.

\$2,500 was requested from the CTW Foundation for laptops and e-readers.

A grant for five hundred dollars was submitted to replace the two armchairs in the library.

Ideas for asking people to provide the library their contact information were discussed, and it was felt that an informational table at the Taste of Chocolate event for people to sign up for a newsletter, etc. would be a viable option. J. Sullivan indicated he would follow up on doing a link on the library's Facebook page for people to provide contact information and look into developing a QR code for this purpose.

J. Sullivan stated he will look into sources for merchandise items such as library shirts, totes, bookmarks, water bottles, etc. An application was submitted for a \$10,000 grant from Google for nonprofit advertising.

Information on a middle school tutoring program has been requested from Eric Trahan at MVLS. Under this program, high school students tutor middle schoolers. B. Flint stated that perhaps a recommendation letter could be written for high school students who participate in the program.

Assistant Director's Report - L. Bell

The net profit from the book/mum/bake sale was approximately \$1,680, and proceeds from parking cars at the Fonda Fair were \$2,386. Special thank you to L. Simonds for her efforts in getting the library's information included in the local media. The library will have an ad in the County Editor for our Taste of Chocolate fundraiser the week before the event at a cost of \$40. L. Simonds will follow up regarding getting information on the Taste of Chocolate event on the villages' electronic signs.

It was acknowledged that group participation is needed on some of our events. The idea of combining with the Fonda Fultonville Community Foundation for events such as parking cars for the fair was discussed, and M. Stanton indicated she would bring this topic to their Board for discussion at tomorrow night's meeting.

The group concurred that the new tables and chairs and other additions to the children's area look great. L. Bell will contact Claudia Buccos regarding having members of the Children's Aide Society come to the library during Story Hour or holding a reception in the evening to unveil the refurbishing.

Work is being done on offering free adult craft classes once a month.

To date, there are 21 raffle baskets for the Taste of Chocolate.

L. Bell has been in contact with the electrician regarding correcting the lighting for the sign.

The library will have a story walk at the Sand Flats Orchard within the next couple of weeks. Children can collect coins for a free apple at the orchard and bring the coins to the library to get an ice cream card.

Music for this year's Taste of Chocolate will be provided by Daryl Kosinski.

Committee Reports

Budget and Finance - Work on next year's budget will begin soon.

Building and Grounds - L. Bell will obtain an estimate from Gabriel Paving for sealing the back driveway.

Long Range Planning - J. Sullivan, L. Bell, C. Stuff and L. Richardson will visit two area libraries with Eric Trahan this Friday. C. Stuff read her "wish list" of items for our new library, and discussion ensued related to options for sites.

Special Events - Taste of Chocolate - L. Richardson reported that corporate sponsorship letters were sent to six local businesses, but no response has been received to date. L. Bell stated that help may be needed with putting together raffle baskets and noted that full group participation is needed for this event. Set up at St. Cecilia's will take place on Friday, October 21st, after 2 p.m. At 1 or 2 pm on Saturday, baskets will need to be transported from the library to the church hall. Board members will need to be at the venue by 5 p.m. for final preparations. Clean up will take place immediately after the event. P. Galeazza will look into getting plastic table cloths through Hill & Markes. C. Stuff will check with Hannaford regarding donating styrofoam containers. L. Bell will obtain prices for treat boxes and order them if necessary. Following discussion, it was

decided to use one size box for the treats, and charge \$5 for 10 treats and \$2.50 for 5 treats. L. Bell recommended that bakers be asked to make at least a double recipe of small sized treats. Based on past attendance numbers, we need to plan on having 84 dozen treats.

Soup & Pie Sale - The library's Soup and Pie sale will be held on November 19th from 9 a.m. to noon. L. Bell will check the library's supply of soup containers and order more if needed.

Trunk or Treat - The library will participate in this year's Trunk or Treat event to be held at the Fonda Park from 6 to 8 pm on October 30th. Board members were asked to bring in candy for this event by October 28th. Available Board members were asked to meet at the library on October 28 (time to be determined) to fill the candy bags. Since we ran short on candy last year, L. Bell indicated that we need to have 100 candy bags available.

Public Relations - The basket weaving class for October is full; therefore, further advertising is not needed. Interest in an additional class will be determined.

Personnel - Performance review forms were distributed by C. Stuff, who requested that Board members complete them and provide them to her or W. Sullivan by November 4th. Performance review information will be compiled by the Co-Presidents and administered in an Executive Session at the end of the November meeting.

Staff's performance reviews will be completed by J. Sullivan and L. Bell, with their recommendations brought to the Board.

New Business

Revised copies of the library's Bylaws, Mission Statement, Vision Statement and Long Range Goal were provided to Board members in advance of the meeting L. Richardson recommended removing the date at the top of the bylaws and including today's date as the revision date on the last page. A motion to approve all these documents, together with the aforementioned recommendation, was made by B. Flint and seconded by M. Stanton. There being no further discussion, the motion was voted and carried unanimously.

L. Bell noted that the wooden tables at the library are in need of repair. A suggestion was made to contact Steve Cook to obtain an estimate, and L. Bell indicated she would follow up.

This year's NYLA Annual Conference is being held on November 2-5 in Saratoga. The cost is \$250 per ticket, and J. Sullivan and L. Bell indicated they are interested in attending. J. Sullivan will apply for a grant to cover the cost of one ticket, and the cost of the other ticket will be taken out of the \$500 budgeted for travel and conferences.

The Board previously approved funding for L. Bell to become a notary public. L. Bell indicated she would do the course online this winter.

L. Bell stated she would like to order new library cards that include our logo and estimated the cost to be \$700. M. Stanton made a motion authorizing the purchase of new library cards at a cost of approximately \$700. The motion was seconded by L. Simonds. There being no further discussion, the motion was voted and carried unanimously.

Adjournment

The meeting adjourned at 8:32 p.m. on a motion by B. Flint, which was seconded by P. Galeazza.

The next meeting will be held at 6 p.m. on November 15, 2022.

Respectfully submitted,

**Lynn Richardson
Secretary
Board of Trustees**