

**Frothingham Free Library**

**Board of Trustees Meeting Minutes**

**November 15, 2022**

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

**Guest:** Sal Reggi

**ABSENT:** Bobbi Jean Flint

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

Guest Sal Reggi was introduced and informed the Board that the village website, Village of Fonda NY, is back up and running and updates on a daily basis. There is a separate website for the Fonda Park, [fondapark.org](http://fondapark.org), which contains events occurring in the park and a form that can be used to request that information be included on the village calendar. Mr. Reggi encouraged the group to utilize these websites for easy access of information and request related purposes.

**Approval of September 20, 2022 Meeting Minutes**

The minutes of the September 20, 2022 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.

**Treasurer's Report**

The financials for September and October 2022 were distributed and reviewed. P. Smith noted that she is unable to print out the transaction list for the checks at this time.

Net proceeds from the Taste of Chocolate event were \$4,300. Funding in the amount of \$5,000 (budgeted at \$5,500) was received from the Town of Glen, and appreciation was expressed to Judy Kelly for her efforts in helping to secure it. It was noted that the investment account through Patriot Asset Management made money this month.

C. Stuff noted that she updated the information related to the fiscal year of each town in the library's jurisdiction. A letter was recently sent to the Town of Charleston requesting funding, and it is hoped they will send the library \$500 for this year. In the past, the Board President and Treasurer wrote letters to the towns asking for funding. The timing of the request was based on each town's fiscal year. A suggestion was made to send the letter two months in advance of each particular town's fiscal year to assist them in their planning process.

A motion to approve the treasurer's report was made by L. Simonds and seconded by M. Stanton. There being no further discussion, the motion was voted and carried unanimously.

### Proposed 2023 Budget

The proposed budget for 2023 was reviewed, with G. Subik noting that expenses include an increase in Director J. Sullivan's hours from 6 to 12 hours per week. The budget also includes an increase in the hourly rates of the Director, Assistant Director, and the staff. As approved at the September Board meeting, the FFCS Tax Proposition is budgeted at \$50,000. In order to balance the budget, \$8,510 was added to the revenue budget. M. Furnare voiced concern regarding how this would be accomplished, and it was decided to further discuss this issue at the strategic planning meeting on November 30th.

A motion to approve the 2023 budget as proposed was made by L. Simonds and seconded by M. Stanton. There being no further discussion, the motion was voted and carried unanimously.

### Director's Report - John Sullivan

Digital Outreach - The library's website, frothinghamfreelibrary.mvls.info, is live and contains program information, sign ups, volunteer and donation information, etc. We also need suggestions for website improvement, as Google Ad Grants require a higher quality platform.

Mailing List - Thus far, no one has used the QR code to sign up for our mailing list. Obtaining the information has been slow going, and it is hoped that the initial list will be ready by December 1st. It is planned to publish a monthly newsletter with occasional mid-month updates for last minute programs. J. Sullivan and L. Bell will search the library's database to try to find a mailing list used by a former director.

**Social Media - The goal is to try to reach several platforms with the library's information. J. Sullivan briefly discussed a potential fundraiser idea called "I Like the Library." More information to follow.**

**Grants -**

- **Saratoga Arts - A letter of intent has been sent and the first draft is due for review on December 1st. Please refer artists to our website for further information on the program.**
- **Library Construction - We missed the deadline to apply for this year's grant funding, but this will give us more time to focus on next year's application. According to MVLS, we are on their radar for a large allotment.**
- **Upcoming grants include: Walmart due on December 31st - perhaps use for a tutoring program; Stewarts and WGY applications due on January 31st, children specific; Dollar General has four grants that can be applied for; Statewide Community Grant Program**

**Monthly meetings will be scheduled with the staff on Thursday to enhance communication, address concerns, etc.**

**Assistant Director's Report - L. Bell**

**The library's soup and pie sale will be held this Saturday from 9 a.m. to noon, with set up taking place at 8:30. Soup containers and pie boxes are available at the library's office. Four vendors have signed up for the event, and the library will have a table with a few items to sell.**

**Katie from the Queen Bee Bakery will do a cookie decorating class at the library on Wednesday night. This class is full, with 25 people having signed up.**

**The children's Christmas parties will be held at the library on December 9 and 10 at 5:30 p.m. and 12 noon respectively. Gingerbread house decorating will be available at both sessions.**

**A Christmas wreath making class conducted by Family Traditions will be held at St. Cecilia's Hall on December 5th. People can sign up and pay for the class using the link on the Family Traditions facebook post or the library's website. The minimum number of participants is 10, and the maximum is 25. The cost is \$50, with \$10 per registration going to the library.**

W. Sullivan volunteered to do an adult crafting class at the library on December 8 at 7 p.m.

### Committee Reports

Budget and Finance - The approval of next year's budget took place earlier in tonight's meeting.

Building and Grounds - J. Sullivan noted that he has been unable to move the bookcase housing the DVD's, as it appears to be affixed to the floor.

Long Range Planning - Ideas for long range planning will be discussed at a special Board meeting to be held at 6 p.m. on November 30.

Special Events - The library's upcoming events were discussed during the Assistant Director's report.

Public Relations - L. Simonds noted that she tried to put information related to the soup and pie sale in the newspaper, but has not seen it as yet. A suggestion was made to post pictures after the event and send them to the newspaper indicating this is an annual event.

Personnel - Performance review information was compiled by the Co-Presidents and will be discussed later tonight in Executive Session.

### Unfinished Business

Quotes for updating the building entrance are on hold at this time.

W. Sullivan reported that Gerry Murray has tried to reach the county regarding a tour of the DPW building, but has not received a response. Following discussion, it was decided to defer the scheduling of this tour, as the parking lot at the old County Courthouse is the preferred location.

### New Business

Eric Trahan at MVLS suggested inviting some people to a casual meeting to discuss the establishment of a Friends of the Frothingham Library group. One of the functions of this group would be to help out at some of the library's fundraisers.

**There has been some damage to the library's outside air conditioning unit. P. Smith will follow up with a contractor regarding the repair. A suggestion was made to install a security camera at the library's back entrance and post a sign indicating not to sit on the air conditioner. Also discussed was the feasibility of enclosing the space around the unit.**

**W. Sullivan is following up with BOCES regarding recruiting candidates for the Student Volunteer Program.**

**Adjournment**

**The meeting adjourned to Executive Session at 7:23 p.m. on a motion by G. Subik, which was seconded by P. Galeazza.**

**The next meeting will be held at 6 p.m. on January 10, 2023.**

**Respectfully submitted,**

**Lynn Richardson  
Secretary  
Board of Trustees**