

Frothingham Free Library

Board of Trustees Meeting Minutes

January 10, 2023

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

The meeting was called to order at 6:45 p.m. by Co-President, Carol Stuff.

The election of officers for 2023 took place at tonight's Annual Meeting, with results as follows:

Co-Presidents, Wendy Sullivan and Carol Stuff; Vice President, Michele Furnare; Secretary, Lynn Richardson; Treasurer, Gretchen Subik

Approval of November 15, 2022 Meeting Minutes

The minutes of the November 15 2022 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 November and December 2022, as well as the P & L statement for the year 2022 were distributed and reviewed. Funding in the amount of \$500 was recently received from the Town of Charleston. A schedule has been developed for sending funding requests to the various towns and villages within the library's service area. A recommendation was made to get note cards printed with the library's logo to use for thank you notes, etc.

P. Smith reported that the annual loss on the investment account was \$11,898.

Following discussion, a suggestion was made to send letters to legislators asking for funding and inviting them to visit the library in February to further discuss our long range plans.

It was reiterated that \$8,510 was added to the revenue budget in order to balance this year's budget.

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

Director's Report - John Sullivan

Annual budget and expenditure graphs were distributed and shown to the group on screen.

J. Sullivan gave the following update on grant submissions and those in progress:

- Walmart Community Grant - \$5,000 requested
- Stewart's Holiday Match - Requested \$2,000
- WGY Christmas - Requested \$1,500
- Dollar General - Adult, Family, Youth Literacy, and Summer Reading - Due on February 16th

Programs/Outreach - Interest in a Student Assistant program is being looked at.

Information on TTRPG's in the library and free arts and crafts have been posted in the middle school and high school with QR codes. Since this did not yield results, J. Sullivan will follow up regarding doing another poster.

Mailchimp has a template that can be used to help with crafting newsletters. A handwritten list of newsletter signups was found, and it is hoped that login information for the database can be obtained.

January 16th at 1 pm was identified as the date for the Board's training on the use of the google drive.

Assistant Director's Report - L. Bell

L. Bell thanked the Board for their dedication to the library, adding that there is a good level of communication between the staff and the Board.

To date, six people have signed up for the free wreath making class to be held on January 18th.

W. Sullivan reported that there were 21 attendees at the library's Paint and Sip event, and the group included some new faces.

It is planned to start a get together group for homeschoolers which would meet once a month or every other month. Establishing a cookbook club is also under consideration.

Committee Reports

Budget and Finance - Committee member for 2023 is G. Subik, with W. Sullivan and C. Stuff ad hoc

Building and Grounds - Committee members for 2023 are P. Galeazza and B. Flint.

A list of ideas for a new building has been posted on the bulletin board, and Board members were encouraged to read the information and add to it. Among other things, information is needed regarding the space requirements of the building relative to the number of patrons. Following discussion, it was decided to contact Wade Abbott, the Community Engagement and Communications Specialist at MVLS, to schedule a meeting to seek assistance for the project.

C. Stuff, J. Sullivan, and L. Bell attended a recent Village of Fonda Board meeting to discuss the library's need for a new facility. At this meeting, it was noted that there is a potential property on Main Street and possible grant money available for refurbishing Main Street. Contact information was received for Mayor Peeler to garner details on available properties and further discuss the possibility of him being a liaison between the library and Montgomery County Executive Matt Ossenfort.

The Board acknowledged that the procurement of a new facility is a huge undertaking and multiple possibilities must be explored.

Long Range Planning - Committee members for 2023 are M. Stanton and L. Richardson

Special Events - Fundraisers and other special events were discussed at the Board's Annual Meeting held earlier this evening, and it was decided that all Board members would be participants on the committee.

Media Materials - Committee members for 2023 are M. Furnare and L. Simonds.

Public Relations - Committee member for 2023 is L. Simonds.

Personnel - Committee members for 2023 are W. Sullivan, C. Stuff, and M. Stanton.

Unfinished Business

None for discussion at this time.

New Business

Recognition Party for Donor Jerry Collins - Potential dates for the recognition party were discussed, and L. Bell was tasked to contact Mr. Collins regarding his availability on February 13th. W. Sullivan will send letters to local politicians, etc., inviting them to the event.

New Fundraisers for 2023 - L. Bell discussed the need to find ways to make the library's fundraisers bigger and broaden audience involvement. Conducting a storybook character fundraiser was discussed as a possibility. Board members were asked to send three fundraising ideas to W. Sullivan and C. Stuff.

Frothingham Library 80th Anniversary Ideas - Board members were asked to submit ideas to W. Sullivan and C. Stuff.

Hiring of Substitute Staff - Board members were asked to contact W. Sullivan and C. Stuff with potential candidates.

Programming: Coverage of Staff Hours - Following discussion it was felt that finding a balance between flexing time and utilizing clerks to cover hours would address the issue.

Review Paperwork for Joint Automation Project - C. Stuff sent the information to Board members to review prior to the meeting. The Board unanimously consented to the signing of this agreement.

Other

W. Sullivan explained that March is Youth Artwork Month at the school. The artwork will be displayed at the library, post office, etc. Maps will be disseminated to those interested in viewing the displays.

L. Bell stated that two additional plexi-glass easy readers are needed for the children's area. The cost is \$110 each. G. Subik made a motion, which was seconded by B. Flint, to purchase two additional easy readers. L. Bell was asked to ascertain if a better price is available. There being no further discussion, the motion was voted and carried unanimously.

L. Bell noted that the five computer towers for the staff will no longer be supported by the MVLS after this year. The cost to replace them is \$900 each, and this expenditure is not included in the budget. J. Sullivan noted that purchasing laptops at approximately \$1,000 each may be a better option, since they are more versatile. A suggestion was made to ask the Fonda Fultonville Community Foundation for some funding for the computers.

L. Bell informed the group that she will be on vacation from February 24 through March 8.

A letter requesting library funding in the amount of \$75,000 as a line item in the school's 2024 budget has been written for the Board's president's signature. W. Sullivan will deliver the signed letter to the school.

G. Subik stated that a checking account has been set up for electronic donations (PayPal). A suggestion was to set up an auto transfer from this account to the library's regular checking account. A recommendation was made that Phyllis Smith be added as an administrator to the account, along with G. Subik, C. Stuff and W. Sullivan. B. Flint made a motion, which was seconded by P. Galeazza, to add Phyllis Smith as an administrator to the account. There being no further discussion, the motion was voted and carried unanimously.

L. Bell stated that a gentleman is interested in purchasing soup from the library on a regular basis. Board members were asked to donate soup if they are able, noting that proceeds will be given to the library.

Discussion ensued regarding establishing a date for the Christmas party, and it was decided to combine the party with the Google training session on January 16th at 1 pm. Board members were asked to bring their device, a book and a snack.

Adjournment

The meeting adjourned at 8:32 pm on a motion by M. Stanton, which was seconded by B. Flint.

The next meeting will be held at 6 p.m. on March 21, 2023.

Respectfully submitted,

**Lynn Richardson
Secretary
Board of Trustees**