

**Frothingham Free Library**

**Board of Trustees Meeting Minutes**

**May 16, 2023**

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

**ABSENT:** Michele Furnare, Pat Galeazza

**Visitor:** Marcia McCoy

The meeting was called to order at 6:06 p.m. by Co-President, Wendy Sullivan.

**Approval of March 21, 2023 Meeting Minutes**

The minutes of the March 21, 2023 meeting were reviewed with copy on file. A motion to approve the minutes was made by L. Simonds and seconded by G. Subik. There being no further discussion, the motion was voted and carried unanimously.

**Treasurer's Report**

The financials for March and April 2023, were distributed and reviewed. It was noted that the proceeds from the Chicken and Biscuit dinner held at the Winner's Circle in March were \$1,080, plus donations. The profit from the recent Book/Plant/Bake/Tech sale was \$1,230, plus a \$200 donation. A motion to approve the treasurer's report was made by B. Flint and seconded by L. Simonds. There being no further discussion, the motion was voted and carried unanimously.

**Director's Report - John Sullivan**

J. Sullivan reported that \$1,800 was received from the WGY Christmas Wish grant, which was \$300 more than requested. This money will be used for new books, audio books, games, toys, craft supplies for the summer reading program, etc. The \$1,400 grant received from the Spring Into the Arts Program is being used to fund various programs of the arts offered by the library. J. Sullivan explained that expenditures for this program are \$140 over budget, and noted the library will incur this difference.

J. Sullivan informed the Board that he will facilitate after school programs at the library on Mondays from 3 to 6 pm. Among other things, this will give students an opportunity to

design their own programs. A list of teen services the library can offer free of charge or get for free will be compiled and distributed to students via the school. It is also planned to offer these options at the Summer Reading Program.

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

L. Bell reported that the Summer Reading Program is coming together really well. This year's theme is, "All Together Now." Our program will be held on July 10 through August 18. The theme will center around bees and include a presentation by a beekeeper, bee decorations, etc. Other programs/activities will include: a visit to the firehouse, a return visit to Hale Creek, a field trip to the Schoharie Crossing site, presentation by miSci, rock painting, a dino dig, perhaps making bandanas for the local SPCA, and a wrap up party. The budget for the Summer Reading Program is \$3,000, and expenses thus far are under this amount.

### **Committee Reports**

**Budget and Finance** - No report available.

**Building and Grounds** - B. Flint stated that information is needed from the Board regarding how to pursue the roof situation before making further contacts to contractors. Moisture under the rubber roof is an issue as well as there being no flashing. Following discussion related to the condition of the roof and the cost of replacing the roof versus patching the problem areas, the Board requested that B. Flint and P. Galeazza contact roof contractors to obtain estimates to patch it. A recommendation was made to obtain at least three estimates for the repair and it was suggested that a couple other contractors provide estimates.

**Long Range Planning** - L. Richardson reported that Wade Abbott from MVLS continues to conduct community workshops.

G. Subik stated that information received at the recent Library Symposium held at the Gloversville Library included the need to get the library's information out to the community. Following discussion, the following opportunities were identified: digital display, safety issues information, food/meal distribution, partner with local farmers, book shelf at the local truck stop and food pantry, assisting SPCA with the needs of their animals.

**Media Materials** - No updates to report.

**Special Events** - C. Stuff will explore partnering with local restaurants to do a breakfast/lunch/dinner fundraiser.

**Public Relations** - L. Simonds will follow up on getting the library's information regarding the summer reading program, after school programs, and other activities, included in the church newsletter, Chamber of Commerce and County newsletters, local television advertising and other media outlets.

**Personnel** - W. Sullivan reported that revisions to the Director's job description have been completed and noted the committee is still working on revisions to the Assistant Director's job description.

P. Smith will be on medical leave in June, and the details for staffing coverage are being worked on.

### **Unfinished Business**

Community meeting with FFCS Update - W. Sullivan will work on setting up a date for the PTA during the summer and the teachers in the fall.

Thank You Notes to Annual Fund Drive Donors - J. Sullivan and L. Bell will get thank you notes printed from Canva this week and advise Board members when they are ready.

80th Anniversary Party Ideas - Following discussion, it was decided to schedule a special meeting to discuss the details of the anniversary party.

### **New Business**

Bullet Aid - A proposal must be submitted as soon as possible indicating what the library would like to spend the money on. Following discussion, it was decided that J. Sullivan would submit a proposal seeking funding for the teen program.

Leftover Books from Book Sale - It was explained that possible storage of books at the Mancini's building is upstairs, which presents a problem in terms of retrieving them for future book sales. G. Subik informed the group that storage space for books for the fall sale is available in her barn. Suggestions for disposal of books that are not wanted for the fall sale included: nursing homes, truck stop, Landis Arboretum, local adult homes, Pine Lake event, After the 4th event at the Fonda Park, contacting an organization that takes books and redistributes them to organizations/individuals in need. A recommendation was made to get rid of the non-fiction books, as they are very outdated. Following further discussion, it was decided that available Board members would meet this Friday at 10 am to sort through the books. Suggestions for future book sales included the following: sort books by genre, leave the books out for sale for one week, and have a "bag" sale at the end.

**Breakdown of Proceeds from 2023 Fundraisers and Annual Fund Drive - Transaction reports detailing the year to date proceeds from the annual fund drive and the library's various fundraisers were passed around for Board members' perusal.**

**Empire Pass - L. Bell explained that the cost of the Empire Pass for the 2023 season is \$80 and it permits unlimited vehicle access to most facilities operated by the New York State Office of Parks, Recreation and Historic Preservation and the New York State Department of Conservation. The possibility of the library purchasing the pass and loaning it to families was discussed, and L. Bell indicated she would obtain further information.**

**Site Visit to Fultonville Reformed Church - According to the Board at the Fultonville Reformed Church, the library can purchase the church at a cost of \$1. Following discussion, it was decided to try to schedule a tour of the church at 2 pm on June 6th.**

**Yoga Classes - Jill Foustel will conduct yoga classes at the library each Thursday from 6:30 to 7:30 pm starting on June 1st. The cost is \$10 per session. There are three registrations to date. The minimum number of registrations is three to four.**

**B. Flint suggested contacting Chris Dancy to seek his assistance in moving the library toward our goals.**

**Adjournment**

**The Board adjourned to executive session at 7:46 pm on a motion by L. Simonds, which was seconded by B. Flint.**

**The next meeting will be held at 6 p.m. on July 18, 2023.**

**Respectfully submitted,**

**Lynn Richardson  
Secretary  
Board of Trustees**