

**Frothingham Free Library**

**Board of Trustees Meeting Minutes**

**November 14, 2023**

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

**ABSENT:** Bobbi Jean Flint

**GUEST:** Sal Riggi

The meeting was called to order at 6:05 p.m. by Co-President, Wendy Sullivan.

L. Bell read a resignation letter from Board member Michele Furnare, which is effective tonight. Michele will be sent a letter thanking her for her valuable contributions to the Board over the last several years.

**Approval of September 19, 2023 Meeting Minutes**

The minutes of the September 19, 2023 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 minutes from the September Finance Committee meeting were prepared by G. Subik and emailed to Board members.

The financials for September and October 2023 were distributed and reviewed. After expenses of \$130, the net proceeds from the Taste of Chocolate Fundraiser were \$6,731.

G. Subik noted that money was requested from the Town of Glen, but a check has not been received as yet. The group was reminded that outgoing letters on behalf of the library need to contain the date.

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

## **Director's Report - John Sullivan**

The CTW Grant was submitted for children's programs.

The construction grant passed the MVLS approval process and is currently under review at the State level. The amount requested, however, was cut in half due to the high number of grant requests submitted. A decision will need to be made as to whether to renovate either the front or back door areas or do a smaller renovation to both.

A grant is available from Aldi's for health and wellness. J. Sullivan and L. Richardson discussed the possibility of incorporating this into a few story hours next year.

Fifteen students in grades 7 to 10 have been attending the game design workshop at the school.

The local 4H wants to do a petting zoo at the library. J. Sullivan indicated he will follow up with the 4H regarding the details.

Some volunteers from the school's Key Club are interested in doing special Saturday Story Hours.

The library has been approved for a Grow with Google partnership, which can help people learn tech skills and gives access to several resources. An introductory webinar will be held on December 12. J. Sullivan will set up a schedule for the workshops, which will begin in January. A certificate of attendance will be awarded.

## **Assistant Director's Report - Linda Bell**

The Assistant Director's report was distributed and reviewed by L. Bell. The recent NYLA conference was very informative. There was also some very helpful information for trustees such as the process for the establishment of a Friends of the Library. Next year's conference will be held in Syracuse, and it would be beneficial if a trustee could attend.

The children's Christmas party will be held from 6 to 8 pm on December 8th. Attendance will be capped at 30 children. Activities will include decorating small gingerbread houses. Santa will make an appearance and give out small presents, depending on what the Dollar General has available. L. Bell indicated she would give the board a list of the supplies needed for the sundaes and the gingerbread houses and look into obtaining gift card donations for veggie and fruit platters.

**Lorna Quinn is trained and ready to fill in as clerk when needed.**

**The library will receive a bequest for \$10,000 from Eunice Bethel. The money is in probate and may take seven or eight months to receive.**

**A solar company wants to give the library a donation and requested a W-9 from us, which has been provided. Board members recommended proceeding with caution and seeing what comes out of this.**

**L. Bell informed the board that she will be away from 12/12 to 12/19 and will have surgery on 1/5/24, with expected return to work after 1/19/24. She will also be away from 2/3/24 to 2/14/24.**

**P. Smith will be having surgery on 1/2/24.**

**It was acknowledged that we need to do a better job of communicating with each other and suggested that a color coded google calendar be used to assist with communication. A schedule for staff meetings will be established for next year.**

### **Committee Reports**

**Budget and Finance - The proposed budget for 2024 was distributed and reviewed with copy on file. G. Subik noted that the money for the construction grant was included in the budget as well as \$75,000 for the FFCS Tax Proposition. Expenses include some hours for an extra clerk to free up L. Bell and compensation for B. Myers for hours she currently volunteers for. Compensation for the clerks was raised to \$15 per hour based on minimum wage standards. Many expenses were increased by five percent based on the economic climate. L. Simonds made a motion to approve the proposed budget for 2024 as presented. The motion was seconded by P. Galeazza. There being no further discussion, the motion was voted and carried unanimously.**

**Following discussion related to the FFCS Tax Proposition for 2025, G. Subik made a motion to increase the amount to \$100,000. The motion was seconded by M. Stanton. L. Bell explained that this is over the tax cap and a notification letter was sent to this effect. There being no further discussion, the motion was voted and carried unanimously.**

**Building and Grounds - Repair of the roof is currently on hold. L. Bell noted that the toilet is still not working correctly. G. Subik recommended installing a new one, since repair attempts have not been successful. Following discussion, it was decided**

to proceed with replacing the toilet at a maximum cost of \$500. P. Galeazza will research plumbers, etc.

**Long Range Planning** - M. Stanton and L. Richardson will participate in a webinar on December 19th on the topic of Financing and Managing Construction Projects.

**Media Materials** - No Updates to report

**Special Events** - G. Subik suggested forming a committee of three to five people to work on the planning and details of next year's Taste of Chocolate event. Upcoming events include: World Holiday songs presented by Cosby Gibson and Tom Staudle on December 1 and Christmas wreath making on December 11 at St. Cecilia's Hall.

**Public Relations** - L. Simonds will follow up with the church on getting the library's upcoming events published in their newsletter, as well as contact the local newspaper.

**Personnel** - A new evaluation form will be created for the clerks for next year. The evaluation forms for the Director and the Assistant Director will be looked at and possibly refined and combined for next year. Board members were asked to provide input to the Personnel Committee.

### **Unfinished Business**

**Long Range Planning Meeting Date** - It was noted that there was no outside attendance at Wade Abbott's community workshop on October 11. C. Stuff will contact Mr. Abbott to set up a long range planning meeting for the end of January or early February.

**80th Anniversary** - The tentative date for the library's 80th anniversary party is April 12th. A suggestion was made to send out save the date postcards soon and mail out the invitations in March. Discussion ensued regarding scheduling the next meeting to further discuss the plans, and it was decided to meet at 5 pm on January 9th, just prior to the January Board meetings.

### **New Business**

**Soup and Pie Sale** - The soup and pie sale will be held at the library from 9 to 12 on November 18. L. Simonds, C. Stuff and L. Bell volunteered to work at this event.

### **Other**

**L. Simonds indicated she has a camera she would like to donate for either loaning out or a raffle. The Board expressed appreciation for this gesture.**

**Sal Riggi stated that homes in the village will be checked for lead in their pipes, and if lead is found, the homeowner will need to pay to fix it. This may apply to businesses as well.**

**S. Riggi noted that this year's village Christmas tree lighting will be held at 4 pm on December 3.**

**Discussion ensued regarding sending thank you notes for the Taste of Chocolate event. It was decided that the corporate sponsors, cash donors, and Shelby Wadsworth will be sent a personal thank you note. Basket donations will be acknowledged on facebook and in the newspaper. A suggestion was made to purchase a banner containing a general thank you message to the library's supporters.**

**A Christmas party for the Board and library staff will be held at 4 pm on December 10th at the home of Linda Bell. Attendees were asked to bring a dish/snack to share.**

### **Adjournment**

**The meeting adjourned at 7:35 pm on a motion by L. Simonds, which was seconded by P. Galeazza.**

**The next meeting will be held at 6 p.m. on January 9, 2024.**

**Respectfully submitted,**

**Lynn Richardson  
Secretary  
Board of Trustees**