Minutes of the December 6, 2022 Regular Meeting

of the

Library Board of Trustees

Members Present: Karen McComb, Donna Benkovich, Toni Morrison, Pam Pooler, Nancy Seifts.

Members Absent: Beth Knapp, Kathy O’Connell, Nancy Welch

Staff Present: Sherry Matthews

Meeting Called to Order at 4:10 p.m.

1. Public Comments: None.
2. Motion to approve the Minutes of the November 1, 2022, made by P. Pooler, seconded by N. Seifts, and passed unanimously.
3. Friends Report: None.
4. President’s Report – K. McComb
	1. K. McComb will bring up items in new business.
5. Committee Organization
	1. Finance – N. Seifts

N. Seifts stated that certain line items are over budget, but she is not concerned as end of the year transfers may be made in January. K. McComb stated that she would like to see deposits made by the Director in a spreadsheet in order to determine where revenues are generated, i.e. fines, donations, etc.

N. Seifts provided 2023 budget for review. T. Morrison thanked the budget committee for increasing the amount of funding for Collections.

* 1. Collection – S. Matthews, P. Pooler, T. Morrison, R. Cook, J. Basnight

Report is attached. Inventory will be completed the week before Christmas. The Caldecott Tree has only six remaining titles to be purchased.

Next Collection meeting is scheduled for December 13th.

* 1. Publicity – S. Matthews, D. Benkovich (C. Stewart-as needed)

No report.

* 1. Building – K. McComb, K. O’Connell

Regarding the Children’s room, P.Pooler stated that the beanbag chairs have arrived, the rug arrived damaged and will be replaced. The childrens art exhibit will be moved to the hallway in the future. The idea of installing additional lighting was raised, and K. McComb will speak to Bob Benkovich for additional information regarding the lighting.

* 1. Personnel:

No report.

* 1. Fundraising – K. McComb, T. Morrison

Update on the gift card raffle – the net profit was $1,704.26. Discussion regarding increasing amount to spend, purchasing gift cards in larger amounts and possibility of tree with local only gift cards. Will be revisited in January.

* 1. Events/Programs – S. Matthews, B. Knapp, T. Morrison, D. Benkovich

D. Benkovich suggested that craft programs be investigated for future offerings.

* 1. Community Involvement – P. Pooler, N. Welch

Chess Club began last week. Discussion regarding scheduling conflicts for programs and student attendance ensued. Suggestion for programs to alternate every few weeks.

Holiday stroll was very well attended and successful.

P. Pooler purchased excape room activities and it is hoped that older youth will be interested in completing the activities.

P. Pooler suggested using the gazebo for community Christmas Caroling and is working towards this goal for this year.

1. Director’s Report – S. Matthews
	1. See attached.
	2. S. Matthews informed the Board that Amazon will now be charging $69 per year for Amazon Prime, which allows for free shipping. S. Matthews will investigate a new credit card specifically for Amazon purchases.
2. Old Business
	1. Feasibility of front walkway - S. Matthews spoke to various local contractors regarding this project and is waiting for quotes.
	2. SALS Construction Grant deadline is April 2023.
	3. Archive Grant deadline March 2023 – K.O’Connell is handling this grant when it becomes available.
3. New Business
	1. N. Welch has tendered her resignation as of 12/31/2022. Barbara Tracy has expressed interest in serving on the Board for the remainder of N. Welch’s term.
	2. On a motion by D. Benkovich, seconded by P. Pooler,and passed unanimously, the name of Barbara Tracy will be recommended to the Town Board to serve the remainder of the term of N. Welch (which expires 12/31/24), at the December 19, 2022 Town Board meeting.
	3. K. O’Connell’s term expires 12/31/2022. On a motion by N. Seifts, seconded by T. Morrison, and passed unanimously, the name of K. O’Connell will be presented to the Town Board for appointment to an additional term to expire 12/31/2027 at the December 19, 2022 Town Board meeting.

Motion to adjourn was made at 6:05 p.m. by D. Benkovich, secnded by P.Pooler and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary