Minutes of the November 7, 2023, Regular Meeting

of the

Lake Pleasant Library Board of Trustees

Members Present: Karen McComb, Florence Braunius, Beth Knapp, Toni Morrison,

Kathy O’Connell, Pam Pooler, Nancy Seifts.

Members Absent: Donna Benkovich

Staff Present: Katrena Cohea

Meeting Called to Order at 4:00 p.m.

1. Public Comments: None.
2. A Motion to approve the Minutes of the October 3, 2023, Regular Meeting was made by P. Pooler, seconded by K. O’Connell and passed unanimously.
3. Friends of the Library – No report.

Friends Room will be open during the Holiday Stroll and will try to recruit new members at the event.

1. President’s Report – K. McComb
   1. K. McComb reported that the Highway Clean-Up was successful and thanked those who participated.
   2. K. McComb reminded the Board that volunteers are needed for the Annual Holiday Stroll to sell raffle tickets: 2-3 pm: K. McComb, 3-4 pm: N.Seifts, remainder TBD.
2. Committee Reports
   1. Finance – N. Seifts

N. Seifts reviewed the 2024 budget with the Board.

N. Seifts made a motion to transfer funds as per following resolution, seconded by P. Pooler and passed unanimously.

LIBRARY BOARD RESOLUTION – 11/7/2023 BUDGET ADJUSTMENTS:

$57.62 – Transfer from L.7410.417 Library Programs to L.7410.415 Library Activities

$773.52 – Transfer from Fund Balance to L.7410.430 Library Office Supplies

$700.22 – Transfer from Fund Balance to L.7410.480 Library Misc.

$2,065.55 – Transfer from Fund Balance to L.9060.800 Library Medical Ins.

This included current coverage $406.81 plus $1,658.74 December Health Ins.

* 1. Collection – K. Cohea, T. Morrison,P. Pooler, R. Cook.

The next Collection Committee meeting will be held at 3:30 pm at the Library on December 5th.

The Committee is planning ahead for the Charlotte Book Collection.

* 1. Publicity – D. Benkovich, B. Knapp

No report.

* 1. Personnel – B. Knapp, F. Braunius

Comments from the Board regarding the Director Evaluation should be directed to F. Braunius.

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

Tickets for the Gift Card Raffle are still being sold and will be available for purchase during the Holiday Stroll.

* 1. Events/Programs – K. Cohea, B. Knapp, T. Morrison, D. Benkovich

Traveling Lantern will present Ebenezer Scrooge at LPCS on Sunday, December 10th at 2 p.m.

* 1. Community Involvement – P. Pooler

Holiday Stroll – plans are proceeding. Light Up the Library Night including caroling, and a Snowman Garden plans are progressing.

Toys for Tots box will be set up soon.

* 1. Building Committee –

N. Seifts mentioned the lack of light in the vestibule. It was determined to ask R. Lavarnway about installing a motion light in the vestibule.

K. McComb requested that the fencing around the bricks be put in place soon. Discussion ensued regarding the color of the fence – Board determined to have the fence placed after the holidays.

1. Director’s Report – K. Cohea
   1. See attached.
   2. Volunteers are needed for Letters to Santa – 11/16/23 – 2 pm for anyone interested.
   3. Library Bricks Update. New suppier has been found. Signage will be placed during the Holiday Stroll.
   4. Staff evaluations were shared with the Board.
   5. UEI Renewal has been completed and allows access to previously awarded grant monies.
   6. PayPal code is up and working.
   7. Giving Tuesday ( for 2024)
   8. Teen Book Subscription Boxes – to be developed.
2. Old Business
   1. Director Evaluation Form – submit comments to F. Braunius
   2. Library Bricks Update – see above.
3. New Business
   1. Movie License. T. Morrison made a motion to renew the license for 2024, seconded by P. Pooler, and passed unanimously.
   2. Meeting Room/Collection Policies. K. McComb suggested review of the Meeting Room policy by the Board members to see if any changes need to be made. Regarding the Collection policy, review of the reconsideration committee members to be determined.
   3. Chamber Membership for 2024 – Motion to renew for 2024 made by P.Pooler, seconded by B. Knapp and passed 5 ayes, and 2 nayes (K. O’Connell and N. Seifts).
   4. PayPal – see above.
   5. Trustee Terms (recommendation to Town Board in December) – K. McComb will submit the following names to the Town Board for consideration:

* Toni Morrison to 12/31/2028
* Nancy Seifts to 12/31/2028

Motion to adjourn was made at 5:27 p.m. by P. Pooler seconded by B. Knapp and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary

**The next Board of Trustees meeting will be Tuesday, December 5, at 4pm at the Lake Pleasant Library.**