WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – February 15, 2022

1. Meeting called to order at 6:01 pm In attendance: Karen Smith, Jan Talbett, Doreen Pensyl, Caleb Cutler, Rebekah Hixson, Christina Lukacz, Kay Nagy
2. Public Comment – Kay Nagy gave update on 2022 Garden Tour

-Date of tour July 23, 2022 10 a.m. – 3 p.m.

-Kay is working on website with Tammy Meunier helping

- Kay will contact participants to form directory of gardens

-Karen Smith will review and update forms on flashdrive

-SASE will be handed out with surveys to patrons

-Photographer needed. Jackie Peck will photograph but needs a ride/another photographer needed to help. Caleb will ask Naomi Buchholz if she will volunteer

-Advertisement – Kathryn Ross and Midge VanEtten for articles. Posters at Allegany County businesses.

-Donations – need a new donation box. Will look for acrylic container.

-Door Prizes – usually have 3-5 items

Motion passed to set date of Garden Tour made by Rebekah, second Jan, passed 5-0

1. Minutes December 2021

-minutes accepted – motion Doreen, second Caleb passed 4-0

1. Director’s Report

-Fuel bills are rising

-NYS Annual report will be available for review in March

-F & F Electric is on schedule to install generator week of 2/21/22

-Evonne Biehler is trying to get pop up tent for library events (her donation)

-Kathy Hochul is proposing funding cuts to public libraries. Postcards available for public signatures to keep funding handed out and due March 11

-Signed Conflict of Interest policy

-Bicentennial Committee would like kick-off to coordinate with Library Ice Cream social on August 10, 2022

-Bylines information: Craft/Vendor Show Fundraiser May 7th at Firehall. Vendors bring own tables. We supply chairs.

-Director’s report accepted Motion by Rebekah, second Doreen Passed 5-0

1. Fundraisers

-March Bake Sale discussed. Decided to do a bake sale at craft show on May 7th. Meet at library at May 6th – 6 p.m. to price baked donations. Motion by Jan, second Caleb passed 5-0

-Karen showed t-shirt for board members to wear at library events. cost is $7.90

1. Financial

-Insurance update – required to carry Worker’s Comp and FMLA as well as dwelling coverage. Karen will copy coverage information for handbooks. Pass out at March meeting

-Insurance Audit is being coordinated by Lori Bowkan

- No bills for review

-Financial report January 2022 accepted motion by Chris, second Rebekah

 Passed 5-0

1. Building and Maintenance
* Need to advertise lawn mowing services. $30 per hour will include mowing and weedeating Motion made by Caleb, second Doreen passed 5-0
* Camera Surveillance System – Caleb will call tech support for system before March meeting
1. Policies and Procedures
* Chris will retype Gratuity Policy and Bylaws for March meeting

 IX. Old Business

-Record Retention – Blueprints and deed are in town hall safe. Other documents can be digitized. Will keep information on thumb drive at town hall when completed

Motion Caleb, second Jan Passed 3-0

-Jan will get microfilms from town hall

 X.New Business

 -Minutes on Facebook Page – Karen and Mary are meeting with Erika from STLS to

 upload meeting minutes to January 2022.

 -Current trustee running on 2022 ballot: Jan Talbett. Suggestions for others:

 Charles and Jean Cutler, Amanda Lewis and LeAnn Hodge

 -New aide is transitioning well. New housekeeping hours are being met.

 Next board meeting March 15, 6 p.m.

 Adjourn meeting 7:47 p.m. Motion made by Chris second Jan passed 5-0