WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – May 17, 2022

1. Meeting called to order at 5:59 pm In attendance: Karen Smith, Jan Talbett, Doreen Pensyl, Caleb Cutler, Christina Lukacz, Rebekah Hixson, Kay Nagy, Gay Thistle
2. Public Comment – Kay Nagy gave updated information on Garden Tour July 23, 2022
* 14 gardeners and 4 businesses have signed up including the Historical Society
* Tammy Meunier will update map
* Karen Smith will complete form updates by July 15
* Flags will be given to gardeners (need to count them and order more if needed)
* Photography – Rob and Trinity Cowburn
* Facebook page – Kay is getting help from Tammy Meunier
* Donation Box – clear box with starter money. Kay and Gay will make sign for this
* Advertisement poster – updated for June 21st meeting for all to hang in community locations
* Surveys – leave them with each gardener as well as decorated boxes for visitors to put surveys in
* Volunteers – Kristi Garis, Shambra Hamilton and Jackie Peck
* Door Prizes – Gift certificates from Whitesville House, Whitesville Grocery, and Cryder Creek Floral and Gifts?
* Will revisit and update Garden Tour at June 21 meeting
1. Minutes February 2022

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

1. Director’s Report
* Camera connected and working. If we want to add more someone has to go into crawl space to do wiring. Karen will let us know if issues arise that more need to be installed.
* Young Audiences of WNY give Erie Canal Museum to libraries for students. It is coming June 13. An Erie Canal FREE program with music will come in July
* Telehealth equipment is coming for being part of Keturah Outreach for support groups and health meetings.
* $1350 grant received for Adult Programming (11 registrants already for next class on 5/31)
* Memorial Day Parade – Gay Thistle may help Karen pass out candy bags
* Motion to accept Director’s report made by Caleb, second Doreen passed 5-0
1. Fundraisers

-Garden Tour – see notes in public comments

- Craft Show – Mama’s Smoking BBQ set up outside firehall for food. Server thought they did okay on food orders. Made $900 ($500 vendor fees/$400 bake sale-Donation auction). Motion made by Jan to put money in general fund now and move $ back for payment when gazebo completed. Second on motion from Doreen. Passed 5-0

- Community Days book sale June 11. Caleb and Chris will run this. Chris will buy water to sell.

1. Financial

-Financial report April 2022 accepted motion by Rebekah second Chris

 Passed 4-0

 -No bills for review.

 - Suggestion to get $50 cash on hand for start up money for cash box for fundraiser

 events. Motion made by Caleb, second Doreen. Passed 5-0

1. Building and Maintenance
* Camera Surveillance System – See Director’s Report notes
* Gazebo - $1,000 was forwarded to Jed Sawyer for purchase of wood materials to start repairs
* Furnace was not cleaned last season. Karen will start calling early to get it done before fall
1. Policies and Procedures

None to report

 IX. Old Business

-Record Retention – Doreen and Chris will go through files and put what is necessary in file cabinet for “fire/water safety”. All information should fit in cabinet we have now without buying a new file cabinet.

-Annual Meeting – Two members from public attended. Questions asked:

 How much in savings/CD? Is CD earmarked for anything?

 How much money have we received in grants?

 Have we done a community survey lately?

 What happened to money for roof years ago?

 Why is our budget high compared to other libraries with same size population?

 -Karen will find old community survey and it will be reviewed at June meeting to put

 together a new one via Survey Monkey

 - Suggestion made to call Ryan Insurance Agency to see if we can add a rider to

 Insurance to cover Library Board Trustees

 X. New Business

 - Trustee Position Update – will find out at annual vote who has been elected and

 written in for positions. Chris will call individuals to find out if anyone will accept

 positions prior to June meeting.

* Honorarium Discussion – Nominate Michael Smith to receive $50 gift certificate for Whitesville Grocery for all time donated with maintenance at library and helping with mowing/fundraising etc. Motion made by Rebekah, second Jan passed 5-0
* Lawn Mowing – Montie Cook approved to mow during 2022 season $40 per mow and trim as needed but no more than 1x week Motion made by Doreen. Second Rebekah. Passed 5-0
* Fall Craft show date set for September 10 outside on library lawn

Next board meeting June 21, 2022 , 6 p.m.

Meeting adjourned 7:54 pm Motion made by Chris, second Caleb passed 5-0