**Whitesville Public Library Monthly Board Meeting Minutes for**

**July 25, 2022**

*Present: Karen Smith, Chris Lukacz, Kay Nagy, Doreen Pensyl, Jan Talbett, Rebekah Hixon, Caleb Cutler, Gay Thistle*

1. **Meeting was called to order at 6:00 PM**

ll. **Public Comment:** Kay reported on the results of the Annual Library Garden Tour. Highlights are:

* 40 attendees
* Raised $211.00 in donations
* Some gardens got lots of visitors, some very few
* Only 8 surveys returned with mostly high ratings
  + Positive remarks include- welcoming people, beautiful gardens, great ideas, well kept, variety of gardens and ideas, supplying water a plus,
  + Constructive criticisms include-map not clear, put # on flags to match map, sell shirts or hats with flag logo
* Ideas for next year include- have meeting ahead of time for gardeners. Make it a social event.
  + “Hand in the Dirt” logo should be on advertising
  + Kay has talked to Marcia V. about getting a plaque for the Library’s garden to describe the meaning of the pieces of the totems
  + Connect survey to door prize drawing- ask for phone number and name on survey- to try to get more surveys returned??
  + Figure out a way that all gardens get visitors
* 5 door prizes were awarded:
  + Judy Lewis
  + Kitty Kirsh
  + Scott Grantier
  + Alice Schlichting
* Kay was thanked for her hard work on this event. Kay announced that she would not be available to head this event next year.

lll. **Board of Trustees**

-Inducted new members oath to all members of the Board of Trustees- Gay Thistle, Caleb Cutler, Jan Talbett, Christina Lukacz, Rebekah Hixon

- Gay cast the ballot for these officers:

President: Chris Lukacz

Vice President: Caleb Cutler

Secretary: Gay Thistle

Treasurer: Rebekah Hixon

Trustee at Large: Jan Talbott

Chris made the motion to accept the ballot, Jan seconded and ballot passed unanimously

IV. After some discussion, **minutes from the June 21, 2022** meeting were accepted unanimously.

V. **Director’s report** was submitted

* An additional discussion about a contract offer from “Cartridge Guy Recycling Advocate Rewards Program”
* Contract provides a collection box to collect used printer cartridges, ipods, laptops, and cell phones for recycling
* Library will get 40% of the profit of the sale of the collected items with the option to have this money placed in a Staples Reward account. A summary of the profits will be reported to the Library every June and December and donations to Library will be made in these same months.
* Contractor will pick up items in box every 2-3 month
* Discussion ensued about whether the Whitesville School is already doing this. Caleb will find out.
* A motion was presented by Gay to accept this contract if the school was not already doing this. Rebekah seconded it and it passed unanimously. Follow up: Caleb checked with the school, and they are no longer offering this service.
* A discussion on the Bicentennial celebration was included
  + At the Library’s Ice Cream Social fundraiser on August 10, 2022, the King and Queen and Price and Princess of the Bicentennial will be crowned.
  + A food vendor for the Bicentennial will be using the Library’s electric service and will make a donation to help cover the costs.
  + A teen from Allegany County Summer Youth Employment will be starting at the library soon. Karen plans to give him experience in shelving books, helping with programming, and assisting with kid entertainment
  + A discussion on how specific summer Library programs have been funded ensued.
  + Chris made the motion to accept the Director’s Report. Jan seconded it and it passed unanimously.

Vl. **Fundraising**

1. Review of 2022-2023 Fundraising Events
   * Need to raise at least $900.00 to balance 2022-23 budget. Have raised $100 from book sale and $211 from Garden tour- which leaves $589.00 to go
   * 2022-23 Events include:

Feb – Chocolate Sale

May- Craft Vendor/Bake Sale

June- Book Sale

July- Garden Tour

Aug- Ice Cream Social

Sept- Craft Vendor/Bake sale

Nov- Election Day Soup sale- discussion about this event might not be viable anymore since NY state started early voting and voting by mail. These developments make the election day gatherings quite small. It was decided that this event is not longer viable.

* It was suggested that we revisit the “Flock of Blue Jays” event. No decision was made
* Chris asked that the Board if anyone was interested in Spearheading any of these events
  + Chris- will take Craft Vendor shows
  + Rebekah will take the Ice Cream Social
  + Gay will take the Garden Tour

1. Garden Tour- was discussed above
2. Ice Cream Social- Aug 10 from 6-8. Board members and volunteers should arrive at 5. Rebekah will shop around for ice cream. Karen will use Fundraising account to shop for toppings, utensils, and gloves. Please have a count of any utensils that you might donate to Karen by next week.
3. Fall Craft Vendor Show will be on Sep 17 and it was decided that we would add a bake sale since it did so well during the Spring show.

VII. **Financial /Budget**

* Discussion took place on why separate charges for the same vendor were made on the same day and it was revealed that on one order, items are shipped separately and therefore charged separately.
* Rebekah made the motion to accept the budget and bank reports. Caleb seconded it and it passed unanimously.
* There were 3 bills submitted for mowing this season. Jan made the motion to pay them, Gay seconded it and it passed unanimously.
* The Library’s CD will come due on 8/26/22. Chris handed out a worksheet on some added budget needs for 2022-23 that we should consider. She also added that we should submit to an audit (it has been 5 years) at an estimated cost of $2500, plus the sidewalk out front needs to be leveled and the playground equipment out back either needs work or replacement. The decision on how to handle this money can be made at the next meeting.
* Chris gave out information on the Director’s budgeted hours for the Board’s information

VIII. **Building and Maintenance**

1. Work on Gazebo is complete. Chris will send thank you to those who donated materials and time to cut nails, patch and stain the gazebo.
2. Trash Pick up- This service had been being taken care of by the Board members but this is becoming burdensome. Chris priced out 2 different services. Caleb suggested that we use the school’s dumpster. He will talk to the school.
3. Custodial Services- discussion about howCustodian is not meeting assigned weekly hours

IX. **Policy and Procedures**- nothing submitted for this meeting

X. **Old Business**- nothing was brought forward

XI. **New Business**

* The need for an Executive session was discussed

**Meeting adjourned at 8:15-** Gay made the motion and Rebeccah seconded, all agreed

Executive Session from 8:16-8:39 PM

**Meeting was reconvened at 8:40**

XI. **New Business (continued)**-

* Discussion about updating the library spaces to make it more welcoming
  + Remove old technology and replace with new
  + Consolidate technology
  + Clean up entrances
  + Create a cozy corner

XIII. Meeting was adjourned at 8:47 PM. Gay made the motion and Rebekah seconded it and all agreed.

*Respectfully submitted by Gay Thistle, Secretary*

Upcoming Events/ Meetings

August 10- Ice Cream Social- Volunteers arrive at 5 PM

August 16- Next Library Board meeting 6 PM

Sept 17- Fall Craft Vendor Show and Bake Sale

Sept. 20- Library Board Meeting 6 PM