WHITESVILLE PUBLIC LIBRARY

MONTHLY MEETING AGENDA

November 15, 2022

1. **Call to Order** 
   1. 6:04 PM meeting called to order by Chris
   2. Present: Jan Talbett, Chris Lukacz, Karen Smith, Rebekah Hixon, Gay Thistle
2. **Public Comment- none**
3. **New Business-** Since the guest speaker was delayed by the weather, new business matters were discussed
   1. Chris submitted a leave of absence request for 3 months due to overwhelming obligations. If accepted she may return in March 2023.
   2. Rebekah submitted a letter of resignation to the Board also because of overwhelming obligations
   3. Discussion occurred. Possible replacements for Rebekah were discussed and the people will be asked. The scenario to fill in the President’s position were also discussed. Caleb, as VP, could step in to cover. Jan may take over as Treasurer (Rebekah’s position).
   4. A motion was put forward to accept these letters by Gay and seconded by Jan. All agreed.
   5. Chris will write an email explaining what is needed to finish out the year as a follow up to this discussion
4. **Special Guest Presentation, Brian Hildreth, STLS Director-**
   1. Brian trained those present for 1 hour’s worth of Continuing Education (2 hrs/yr are required)
   2. Items discussed were:
      1. All Board members are required to complete online sexual harassment training that is available through STLS. This does not count towards continuing ed hours required. Karen will supply the link to this training from STLS.
      2. Brian handed out a copy of a slide show that explained in detail our roles as Library Directors.
         1. Topics discussed included current library challenges that are going on around the country. Thankfully, book censorship challenges have not been occurring in the STLS system. But it was noted that it is important to be prepared for any challenge.
      3. In response to a question about replacing technology- Brian suggested that technology such as computers, printers, laptops, etc be replaced about every 3 years but this decision should be left up to the Library Director.
      4. Ideas for programming were discussed.
         1. It was suggested that the Board plan the calendar year to include a variety of educational events for all ages. Look in your community to find talents to share. Maybe ask this question in the survey.
      5. Brian informed us that our request to change term of Board members in in the STLS que.
5. **Accept Minutes –** Minutes of theOctober 18, 2022 meeting were accepted without comment. Rebekah brought the motion to accept the minutes and Chris seconded. All agreed to accept the minutes.
6. **Director’s Report-**
   1. Snow Removal Contract: No one has come forward for the job thus far. Karen will contact Denny and the Fire Dept to see if their contractor would also take on the library snow removal.
   2. Dec 17 at 6 PM- Chris Johnson will be doing a Magical show (I think) at the firehouse. Board members are needed to help serve refreshments.
   3. Gay will write a letter on behalf of the Board requesting a free PO box.

Gay made a motion to accept the Director’s report, Chris seconded it and all agreed.

1. **Fundraising-** 
   1. Playground fundraising update: National Fuel has a grant program for this. Karen will look into. We looked at various playgrounds available for sale. It was decided we need larger swings for bigger kids. The Folts memorial money totaling $575 is available to be used for the playground. Karen is looking into the status of other memorial monies.
   2. Chris will still work facilitate the Spring Craft show
   3. Gay will facilitate the Garden Tour
2. **Financial/Budget**
   1. The October financial report was reviewed. Chris made the motion to accept the report and Gay seconded and all agreed.
   2. Bills for review: $412 Toshiba printer supply bill. Gay made the motion to accept and pay the bill. Chris seconded it and all agreed.
   3. Audit- Karen will contact Audit group given by Lori to arrange a Feb 2023 audit.
   4. A draft of the 2023 budget was available for review and discussion. Some discussion took place. The final budget will have to be voted on at the December meeting.
   5. More discussion below after Executive session

1. **Building and Maintenance**
   1. Snow removal was discussed as part of the Director’s report above
   2. Sidewalk renovation is complete. Gay will add more soil to the sides since the soil has subsided. Gay will write a thank you to Payne and Sons Builders to thank them for donating labor and materials for
2. **Policy and Procedures**
   1. Operating Policies- Part II- will vote on agreed changes (from Sept and Oct mtgs) at next meeting
   2. Personnel Evaluation and Personal Policies- all need updating. Chris brought printed materials from STLS to help. Will work on at future time

At 8:31 Jan made the motion to start **Executive session** and Gay seconded it and all agreed

At 8:45 Jan made a motion to reconvene the public meeting. Chris seconded it, and all agreed

1. **Financial/Budget -** talks continued.
   1. Review of 2023 budget- it was stated that the Library Aid and the Custodian will both get $1/hr increase because of the NY state law regarding minimum wage.
   2. Chris made the motion in increase the Library Director’s salary by $0.50/hr for 2023. Gay seconded it and all agreed.
2. **Old Business-** none
3. **New Business-** see above for this section
4. **Adjourn Meeting** - Chris made the motion to adjourn the meeting at 8:54 PM, Jan seconded it and all agreed

Respectfully submitted by Gay Thistle, Secretary

Next meeting: Dec 20, 2022