WHITESVILLE PUBLIC LIBRARY Board Meeting Minutes

December 20, 2022

Present: Karen Smith, Jan Talbett, Caleb Cutler, Alice Schlichting, Gay Thistle

1. Called to Order at 6:02 by Gay
2. No Public Comment
3. A motion was put forth by Caleb to accept the November minutes. Discussion ensued. Jan seconded the motion. All agreed.
4. Library Board Reorganization
5. Appoint new board member- Jan made a motion to appoint Alice Schlichting to the Whitesville Library Board. Caleb seconded it. Alice took the oath of office and oath was notarized by Karen Smith.
6. Reorganize – Jan made a motion to appoint a temporary board at this meeting. Gay seconded the motion. A discussion ensued. Caleb made the motion to appoint Gay as temporary President. Alice seconded the motion. All agreed. Caleb will remain as Vice President. Gay made the motion to appoint Chris as temporary Treasurer. Alice seconded the motion. All agreed. Gay made the motion to appoint Jan as temporary Secretary, Caleb seconded it and all agreed.
7. Temporary Board makeup is as follows:

President: Gay Thistle

Vice President: Caleb Cutler

Treasurer: Chris Lukacz

Secretary: Jan Talbett

Member at Large: Alice Schlichting

1. Director’s Report- Paper copy given by Director
   1. Karen gave an update on the 2023 Audit. Audit will cost $5000. This time with Ed Bysiek because of a change in rules and also an increase in cost. (We budgeted $2500). There was a discussion on our options. We do need a certified audit which requires the services of a CPA. Lori knows of some people and Gay suggested Deb Jackson, from H&R Block in Wellsville. Karen will research more and get other quotes
   2. Karen gave a snow removal service update. Lucas is not available for the hours needed. Mark Richmond has agreed to do it for the library for a fee of $10.
   3. Armstrong supplied hot chocolate and packaged cookies for the December Family game and craft night. About 30 people attended the evening and it was a success. Children were given a goodie bag, a book and any crafts that they had completed, while adults received a goody bag.
   4. Karen was contacted by Ian about participating in a program to lower the Library’s electric bills. The township already participated. Discussion ensued about all the hidden fees in these offers that make them not cost saving at all. Jan will talk to the township and get more information on the actual savings there may be.
   5. A discussion about which days the Library will be closed for the Christmas and New Years holidays which fall on a Sunday in 2022. The board agreed that Karen could decide which days the Library will be closed for these upcoming holidays.
   6. Gay made the motion to accept the Director’s report and Alice seconded it. All agreed.
2. Fundraising- no activities or updates
3. Financial/Budget
4. November 2022 report- Jan made the motion to accept the financial report and Caleb seconded it. All agreed.
5. Bills for review- none for review
6. Audit information update- see Director’s report above
7. 2023 Budget discussion and vote- Discussion ensued on a few items on the budget proposal. Caleb made the motion to accept the 2023 budget, Jan seconded and all agreed.
8. Building and Maintenance
9. Snow Removal update- see Director’s report above
10. Library Interior Design Committee Report update- Karen brought up that Alfred State Interior Design program offers students to help with redesign. She will look into what is required.
11. Policy and Procedures- This part of the meeting was tabled since we did not have any of the new information. Gay will meet with Chris to get the updates so we can continue with this effort.
12. Old Business
13. Public Survey- Caleb will help get this survey on a google form, develop access to the survey by a QR code for the Bilines publication. There will also be a paper copy. Gay will work with Caleb on this so we can get this survey out in February/March.
14. Playground Information- see New Business below
15. No response to the letter written in November to the Post Office to get a free PO box.
16. New Business
    1. Big news is that our Library has been awarded a grant from NY State Rep Giglio in the amount of $25,000! Discussion ensued. There are no restrictions or reporting requirements for this grant. Ideas to use this money are
       1. Put $2000-5000 in an account to use as matching funds for other grant opportunities
       2. Place $2500 in the playground fund
       3. Use to cover the extra budget amount for the audit- approx. $2500.
       4. Use to fund Adult crafting programs in the amount of $1000.
       5. Use to pay the Alfred \State Interior Design dept to help remodel our Library’s public spaces
    2. The Board asked for a Library calendar of events to be included in the Director’s report
17. Gay made the motion to adjourn the meeting at 7:10 PM. Jan seconded it and all agreed.

Next meeting Jan. 17, 2023 at 6 PM