**WHITESVILLE PUBLIC LIBRARY January 17, 2023 Meeting Minutes**

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

1. The meeting was called to order by Gay 6:01 PM
2. **Public Comment**- no public comment
3. **Accept Minutes** – December 2022- Alice made the motion to accept the minutes and Caleb seconded it and all agreed.
4. **Director’s Report** was submitted. Discussion on Director’s report included:
	1. Audit update: No other qualified CPA’s are in the area. It was agreed to hire Ed to do it for $5000.00
	2. STLS has mandated sexual harassment training for all Trustees. It was agreed that Karen will facilitate this training during the first half hours of the Feb and March meetings. Karen will look into whether this training will qualify as continuing ed credits for the Trustees.
	3. The Whitesville Library will celebrate its 100 year anniversary in 2023. It was agreed that we would make this the theme of the Ice Cream Social
	4. We agreed on the dates for the fundraisers (see below for Library calendar, so far)
	5. Alfred State has been contacted about allowing their design students to redesign the Library’s interior. This may not happen until Fall 2023.

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

1. **Fundraising**
2. Spring Vendor show and Bake Sale– May 13, 2023
3. Book Sale- June 10 ???, 2023- is based on Community Yard Sale day set by Town.
4. Garden Tour date- July 22, 2023
5. Ice Cream Social date- August 16, 2023
6. **Financial/Budget**
7. Copies of the December 2022 report weregiven and discussion ensued. Caleb made the motion to accept the report and Alice seconded it, all agreed.
8. Bills for review- Hilliards for cleaning the furnace for $100.. Gay made the motion to accept the bill, Jan seconded it and all agreed.
9. Audit information update- see Director’s Report above
10. **Building and Maintenance**
11. Library Interior Design Committee Report update- See Director’s report above.
12. Playground Replacement- More donations came in for playground replacement- Methodist Church gave $250 and the Teachers gave $150. We need to start planning for this purchase and installation during the next meeting. Everyone should bring ideas.
13. **Policy and Procedures**
14. Operating Policies – a motion to approve the final version of Part II of Handbook was put forth by Jan and Caleb seconded it
15. Personnel Evaluation- put off until next meeting when can get access to STLS forms
16. Personnel Policies- put off until next meeting when can get access to STLS forms
17. **Old Business**
18. Public Survey
	1. Final copy of the survey that was accepted at an earlier meeting was set
	2. Gay will email Caleb the Survey so he can develop a Google Forms- Survey and match a QR code to it
	3. QR code will be used in School publication in April
	4. Gay will coordinate hard copies to be placed in Library, Town Hall, Whitesville store ????
19. Postal box update- Jan stated that Jerry is still working on this issue. There has been no response from the letter sent to date.
20. **New Business-** no new business was brought forth
21. Next meeting Feb. 21, 2023 at 6 PM
	1. Prepare ideas for playground
	2. Prepare ideas to update the Employee Review process (see Handbook for existing)
22. A motion to adjourn the meeting at was presented by Gay at 6:54 and seconded by Alice and all agreed.

**Library 2023 Calendar**

Feb 7- Craft by Angie

Feb 21- Board meeting- sexual harassment training #1

Mar 7- Craft by Angie

Mar 21 Board meeting- sexual harassment training #2

Apr 18 Board meeting

May 13- Spring Vendor show and Bake sale fundraiser

May 16- Board meeting

June 10 (Tentative)- Book Sale fundraiser

June 20- Board meeting

July 18- Board meeting

July 22- Garden Tour Fundraiser

August 15- Board meeting

August 16- Ice Cream Social and Library’s 100 Year Celebration

Sept 19- Board meeting

Oct 17- Board meeting

Nov 21- Board meeting

Dec 19- Board meeting