

WHITESVILLE PUBLIC LIBRARY Minutes

AUGUST 15, 2023

Present: Gay Thistle, Alicia Coleman, Caleb Cutler, Karen Smith, Alice Schlichting

- I. Meeting was called to order at 6:02
- II. No Public Comment
- III. Appoint Director to replace Trustee position: Gay made the motion to approve Alicia Coleman as Trustee (to replace Chris's position). Alice seconded it and all agreed. There is still one Trustee position available. Karen will include the need in the **Bi-lines** contribution. Board members should recruit.
- IV. Accept Minutes – July 2023-Alice made the motion to approve the minutes with one correction (the date) and Caleb seconded it and all agreed
- V. Director's Reports: Will donate large print books from Book Sale book to Highland Park Nursing Home. Need someone to make the presentation in a Give Back program on Saturday Oct 14. Alicia and Gay will arrange. Ideas for additional library programming was discussed. Caleb will investigate if the High School Computer Club would be interested in volunteering their time for regular BYOD tech help sessions. Alice made the motion to accept the Director's Report and Caleb seconded it and all agreed.
- VI. Fundraising:
 - A. Garden Tour Report: Gay submitted a report on the Garden Tour. \$177 was raised. Approximately 26 attendees and 11 out of 26 snack coupons were used (but coupons were not required to be shown). Next year we need a better way to count exact amount of people attending, Rearrange the map so the tour ends near Whitesville corner store and Whitesville House. Need to work on advertising more. Alice wrote Thank yous.
 - B. Ice Cream Social/ Library's 100 year celebration (Aug 16)- Gay will bury the time capsule.
 - C. Fall Fundraiser ideas:
 - a. Blue Jay- Agreed to do the Blue Jay fundraiser this Fall in lieu of Vendor Fair. The Jays will start at the Emory home on Sept 5. And end before Halloween. Alicia will recruit the Whitesville Girl Scout Troup to help move the Jays from place to place. Karen will keep track of donations. It was decided that the money raised at this event will go towards the playground replacement. Gay made the motion to hold the Blue Jay Fundraiser this Fall and Caleb seconded it.
- VII. Financial/Budget
 - A. July 2023 reports- no report was submitted in time for the meeting
 - B. No Bills for review
 - C. Allocate money for 2023-2024 programming- discussion on this topic included money should be set aside for programming. Currently \$3200-3800 is set aside for programs. May want to include Yaga on the Lawn for next year. No decisions was made as of yet.
 - D. Karen needs requests for budgeted funding or items that no longer need funding for 2024 year by September as she will begin to work on next year's budget.
- VIII. Building and Maintenance
 - A. Playground Replacement Update- As of 8/18, a total of \$7206 has been raised so far by the library for the playground replacement.
 - B. Update on garbage pick up- La Forge hired for biweekly with recycling in separate clear bag for \$29.42/month or \$352/year.
- IX. Policy and Procedures
 - A. Director's annual personnel review was held on Aug 9 with Caleb and Gay. The final proposal for next year's compensation will be at the next meeting.
 - B. 2 Hour Continuing Ed Strategy:
 - a. Brian will be at the November meeting. All who attend will get 1 hour of continuing ed credit.
 - b. Discussed attending STLS online offerings-Title: Marketing for Small Libraries, Presenter: Suzanne Macaulay, Location: Online. Oct 19, 10-11:30 AM <https://stls.libcal.com/event/10889422>

- C. Organize red notebooks- put off until another meeting
- X. Old Business- none
- XI. New Business-
 - a. A resolution and petition to amend the Whitesville Library charter that changes the Trustee term from 5 years to 3 years for all newly elected Trustees, to clarify the service area as the Whitesville Public School and add IRS language for tax exempt status was brought forth. Gay made the motion to approve it and Alice seconded it and all agreed. The Secretary and President then signed it in front of the Notary and Karen will submit it to the State of NY.
 - b. Caleb requested a leave of absence until January 2024 due to the fact that his college schedule for this semester will not allow him to attend any meetings at 6 PM. (As per Brian - Caleb will be exempt from his continuing ed requirements)
- XII. Next meeting will be Oct 17, 2023 at 6 PM. It was decided to cancel the Sept meeting due to lack of quorum)
- XIII. Did not adjourn for Executive Session
- XIV. Caleb made the motion to adjourn the meeting at 7:35 PM, Alicia seconded it and all agreed

Library 2023 Calendar

Sept 5-Halloween- Blue Jay Fundraiser

Sept 19- Board meeting cancelled

Oct 17- Board meeting

Nov 21- Board meeting

Dec 19- Board meeting