

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, April 13, 2021

Present: President Roger Tompkins, Director Sally Murphy, Ruth Barry, Sam Pennise, Mike Page, Carrie Crane, Erin Kellogg, Nancy Wightman, Marsha Watson, Mary Jo Hanna

Absent: Linda Carl

Meeting Called to Order: President Tompkins opened the meeting at 6:07 P.M via Zoom.

Minutes Approval: Trustee Wightman made, and Trustee Pennise seconded, a motion to accept the March minutes. All approved.

Director Murphy's Report:

Director Murphy shared that our report to the State through STLS has passed. Thank you for all of your hard work!

Director Murphy informed the board that the Little Bookworms will be returning to in-person in May and the take home kits will stop in June. The bathrooms have been opened back up to the public as well as library use for studying/reading/ect. Normal business hours will resume in May and Director Murphy is hopeful that meetings can be hosted at the library again. In house programs will also resume.

Director Murphy updated the board that the CDC announced that we are no longer required to quarantine or wipe down materials, but we will continue to book quarantine for 24 hours to help ease some community nervousness. NYS is requiring us to have an official pandemic plan for the future and Director Murphy shared with us the plan she adapted from STLS. We will need to adopt a plan and add it to our manual. The board will take a look at it and discuss at our next meeting in May.

Director Murphy has signed us up to use the Cartridge Guy at the library. This will allow community members to recycle cartridges and electronics, and the library will receive 40% of anything of value after the company appraises. Director Murphy submitted the Dollar General Summer Reading Grant for \$2,500, the Foundation for Southern Tier Libraries for \$1,500, and reached out to Simmons & Rockwell for summer reading sponsorship.

Shredding day is scheduled for May 22nd from 9-12.

Director Murphy has been planning for the Summer Reading Program. The theme is Tales and Tails. Director Murphy is looking for help to help run some of the programs. At this point in time, she has about 5 programs a week for various ages in person and another 3-5 programs for virtual and take home.

Directory Murphy shared that through her work in DIA, we will have a traveling display with titles by POC authors come to the library in the upcoming months. She also mentioned a monthly book club for board members and library staff that will begin a new book, *The Water Dancer* by Coates, on April 28th. Director Murphy is also working on an information literacy campaign through her work in DAC. The DAC has also voted to increase limits on DVD use.

Treasurer Report:

Trustee Page shared that our PPP loan has been forgiven. Our YTD income is \$123,760.55 which is favorable to the budget and mostly attributed to fundraising and memorials. Our YTD expenses are \$52,7071.71 which is also favorable to the budget and mostly attributed to being under budget for professional services. Overall we are in line with our budgeted amounts.

Technology Report:

Trustee Pennise reported that everything is running as it should with no new developments.

Fundraising Report:

Trustee Crane shared that we have \$450 in donations for 2021 and the committee is preparing for the fundraising letter to be sent out in July. Trustee Crane requests board approval to send out the 2021 fundraising letter after the 4th of July. This was tabled till the next meeting.

Trustee Pennise mentioned doing a mask burning fundraising event when COVID is officially over.

Used Book Room Report:

Trustee Watson reported that the Ebay sales for March were \$235.49 and the Saturday book sales were \$693. The monthly total for March is \$928.49. The year to date sales for 2021 are \$3,104.28.

Buildings & Grounds Report:

Trustee Pennise shared that a branch fell on the walkway during the windstorm and it was taken care of quickly. Trustee Pennise is working on reseeding the lawn and getting the flower beds ready.

Memorials Report:

Director Murphy reported in Trustee Carl's absence that memorials for March were \$4,755 and YTD is \$11,230.

Old Business:

- *Long Range Plan-* President Tompkins reviewed and reported that we are doing pretty well with following our long range plan and he will meet with Director Murphy to see if they match in the evaluation.
- *Funding Request to the Town of Urbana:* President Tompkins reported that the funding request for \$73,500 went out on March 1st to the Town of Urbana.

New Business:

- *Memorial Tribute to Katherine Meade:* The committee is awaiting guidance from the family with sculpture approval and budgeting. Trustee Hanna will make an artist appointment when the family is ready. Trustee Kellogg has joined the committee and will reach out to the family to get input on the newsletter and to gather photos of Katherine and grandkids. Trustee Pennise mentioned that the library will need to get a permit for the statue and it could be around \$360. Trustee Hanna would like to do an additional gift to the family and the board is in discussions.
- *Community Report Update:* The report has been sent out to the community.
- *Longest Table Discussion:* Trustee Watson reached out to Mike Doyle to see what Covid guidelines the winery has for the event and to confirm October 2nd is still available. After she hears back, she will talk with Director Murphy and report back at our next meeting.

Next Meeting Date: May 11, at 6 PM and will be in person.

Adjournment: Trustee Barry moved to adjourn, seconded by Trustee Pennise. All approved and the Chairman adjourned the meeting at 6:56 PM.

*Respectfully Submitted,
Carrie Crane*