

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, May 11, 2021

Present: President Roger Tompkins, Director Sally Murphy, Ruth Barry, Sam Pennise, Carrie Crane, Marsha Watson, Mary Jo Hanna, Linda Carl via Zoom.

Absent: Mike Page, Erin Kellogg, Nancy Wightman

Meeting Called to Order: President Tompkins opened the meeting at 6:03 P.M.

Minutes Approval: Trustee Carl made, and Trustee Pennise seconded, a motion to accept the April minutes with following corrections to the April minutes. All approved.

- Corrections: Correct the following spelling errors: Pennise to Pennise and Directory to Director. Add “delaying request for fundraising letter approval to the May 2021 meeting.” to the fundraising section.

Director Murphy’s Report:

Director Murphy reported that we have been released from COVID-19 capacity restrictions as long as social distancing guidelines are followed. Also, masks are mandated at all times in the building even if vaccinated. The library is back to normal business operations minus a few things (water fountains, plush toys, book quarantining) due to COVID-19. Most staff and volunteers have shared that they have been vaccinated.

Director Murphy was contacted by STLS to see if the library would be interested in being a COVID-19 vaccination clinic site. The board is in agreement for our library to host and is excited for the opportunity to serve our community in another way.

Trustee Pennise motions to proceed with being a vaccination clinic site with arrangements to be made between Director Murphy and the Health Department. Trustee Carl seconded, all approved.

Director Murphy reminded the board that shredding day is scheduled for May 22nd from 9-1. This year there is a \$50 cost per container, but it was felt that through donations the cost would be covered. The board felt that the shredding day is a valuable service that we provide to the community and they would like to see it continue as long as we at least break even. Through the Cartridge Guy we have profited \$75.

Directory Murphy has been busy planning for the Summer Reading Program. The theme is Tales and Tails. Director Murphy is still looking for help to help run some of the programs. Trustee Kellogg sent out the information to teachers and staff at the school. This is a paid position per hour as it has been in the past.

The library received the Foundation for Southern Tier Libraries Grant for \$1500 and most of this will go towards activity kits. Director Murphy is working with The Office of the Aging to create an outreach program for activity kits and book delivery for those who have low mobility or are homebound. The board is excited to provide another opportunity to our community.

Director Murphy shared her progress on the Taylor Grant and the board expressed their gratitude towards the Taylor Foundation's continued support.

Director Murphy had a few patrons ask to restart the walking program and the board agreed that we should table this until the fall due to COVID-19.

Lastly, the Diversity, Equity, Inclusion book clubs are starting new books on June 30th. The two books are When You Trap a Tiger and We Are Water Protectors.

Treasurer Report:

President Tompkins spoke in Trustee Page's absence and shared that there was nothing of concern in the April financials and that Trustee Page will report for April and May at our next meeting.

Technology Report:

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

Fundraising Report:

Trustee Hanna requested board approval to mail out the annual fundraising letter after July 4th. She also presented an idea for fundraising involving a raffle and a themed basket raffle. These are two activities that have been done in the past. This would run through summer and ticket prices would be 1 ticket for \$5 or 5 tickets for \$20. Trustee Hanna asked the board members to do a themed basket valuing \$100 and to bring it to our next board meeting.

Trustee Pennise motioned to approve the fundraising letter mailing after July 4, the raffle, and the themed basket raffle, Trustee Watson seconded, all approved.

Used Book Room Report:

Trustee Watson reported that the Ebay sales for April were \$160.28 and the Saturday book sales were \$452.00. The monthly total for April is \$612.28. The year to date sales for 2021 are \$3,716.56. Trustee Watson shared that they are accepting donations of gently used purses, and costume jewelry for the Books, Bags, & Bling sale.

The annual summer sale is scheduled for August 16-22. Anyone interested in working a 2 hour shift on a Saturday in the fall, please contact Trustee Watson.

The board was impressed with the rearranging of the book sale room from three rooms to two with the third room devoted to eBay sales, donations, and recycling.

Buildings & Grounds Report:

Trustee Pennise presented a proposal from Karen Thompson for a fairy garden and perennial garden. Director Murphy is going to work with Karen Thompson on the project.

Trustee Pennise motions to proceed with the landscaping proposal, Trustee Barry seconds, all approved.

Director Murphy reported that the surveyor came and they have identified the stake and the property line.

Memorials Report:

Trustee Carl reported that memorials for April were \$895 and YTD is \$12,125.40.

Old Business:

- *Longest Table Discussion:* Trustee Watson shared that October 2nd is saved for us at the Pleasant Valley Winery and she will send out an email in the upcoming week to get the committee together to start planning the event. She will have more information on the event and the planning phases at the next meeting.
- *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.
- *Memorial Tribute to Katherine Meade:* The committee looked into a variety of sculptures and the family was interested in the local option presented, Fire Works Foundry. The committee, Carrie, and Bud went to see Dexter Benedict at his foundry, Fire Works Foundry, to see his work and discuss the proposed project. It is estimated that the project would take about a year and be completed around the second week in May. The Meade Foundation will be donating money to the library for this project. Trustee Hanna will reach out to Dexter Benedict to draw up a contract for the library and coordinate the donation and payment schedule. Additional aspects to the project include purchasing a bench that matches the current benches on the property and a plaque for the memorial. These are all things that can be covered through the generous memorial donations for Katherine Meade. It was mentioned that it would be beneficial for Dexter to come to the property and discuss layout and position with Trustee Penisse, the committee, and Bud Meade.

Trustee Watson motioned to proceed with the memorial tribute to Katherine Meade and to continue working in conjunction with Dexter Benedict, the Meade family, and the Board of Trustees. Trustee Carl Seconded, all approved.

New Business:

- *Sewer System Project Impact:* The board discussed the sewer system proposal and potential impacts to the library.

Next Meeting Date: June 8, at 6 PM

Adjournment: Trustee Barry moved to adjourn, seconded by Trustee Carl. All approved and the Chairman adjourned the meeting at 7:25 PM.

*Respectfully Submitted,
Carrie Crane*