

# **Fred & Harriett Taylor Memorial Library Board of Trustees Meeting**

**Tuesday, June 14, 2022**

**Present:** President Roger Tompkins, Director Sally Murphy, Travis Raab, Mary Jo Hanna, Jerine Faber, Marsha Watson, Carrie Crane, Suzanne Curran, Nancy Wightman, Ruth Barry, Mike Page

**Absent:** Erin Kellogg

**Meeting Called to Order:** President Tompkins opened the meeting at 5:57 P.M

**Minutes Approval:** Trustee Whightman made, and Trustee Watson seconded, a motion to accept the May minutes with the following name corrections: Fabre to Faber and Suzzane to Suzanne. All approved.

## **Director Murphy's Report:**

Director Murphy shared that the Annual Report has been cleared and the Summer Reading Program has started its registration period (about 30 kids signed up so far). Director Murphy was able to attend the Glenn Curtiss Elementary School open house to share information on the reading program and was able to present the library scholarship with Erin Kellogg at the HS awards ceremony.

Both the Tyrle Beach and Taylor grants have been submitted.

Director Murphy also shared the upcoming STLS DEI Book Club dates for those interested and shared that the hotspots didn't end up working with our carriers so they are being sent back and will be tabled until after Summer Reading.

## **Treasurer Report:**

Trustee Page shared that financials are in good standing and he will have a detailed report at our next meeting.

## **Technology Report:**

Trustee Raab shared that everything is working as it should.

## **Fundraising Report:**

Trustee Crane reported that the YTD for 2022 is \$220 and fundraising letters will go out after the 4th of July. There was discussion around creating sponsorship levels on the annual appeal letter and then recognizing donors under those levels on the community report.

## **Used Book Room Report:**

Trustee Watson reported that the Ebay sales for May were \$316.50 and the Saturday book sales were \$447.50. The monthly total for May is \$764. The year to date sales are \$2,871.32.

### **Buildings & Grounds Report:**

Trustee Watson reported that shrubs and trees were added to multiple areas in the outside space. Future plans will be shared for where the trees were removed and renderings will be prepared for the landscaping around and behind the memorial. She also discussed our current and future grounds maintenance contracts.

Trustee Watson shared some building concerns with the group. The library's AC unit needs to be replaced and she will be getting quotes for a new unit and installation.

Trustee Watson is also recommending that we have a full building power wash (quoted at \$1,700), restrain the gazebo, shampoo the carpets, and increase our cleaners hours by 4 hours per week for a second vacuuming, bathroom cleaning, and dusting.

Trustee Watson motioned to increase the cleaners hours by 4 hours a week, Trustee Wightman seconded, all approved.

### **Memorials Report:**

Trustee Curran reported that May's total donations were in the amount of \$1,000 and YTD is \$6,276.66.

### **Old Business:**

- *Katherine Meade Memorial Tribute:* the landscaping project is underway.
- *Signatory Authority Clarification:* Trustee Whightman motioned to have President Tompkins and Trustee Page as our new signatories and that Sam Pennise is removed as an authorized signatory and to include signatory access to our safety deposit box, Trustee Barry seconded. All approved.

### **New Business:**

- *Board Member Committee Designee Update:* President Tompkins is looking for someone to take over the book room as Trustee Watson is now on buildings and grounds and asked the board members to consider this for the next meeting.

**Next Meeting Date:** July 12, 2022 at 6 PM

**Adjournment:** Trustee Wightman moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 7:11 PM.

*Respectfully Submitted,  
Carrie Crane*