

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

**Tuesday, November 14, 2023**

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

**Absent:**

**Meeting Called to Order:** President Tompkins opened the meeting at 6:05 P.M.

**Minutes Approval:** Trustee Wightman made, and Trustee Page seconded, a motion to accept the October minutes. All approved.

**Director Murphy's Report:**

Director Murphy updated the board that Deb is back in her position and she discussed the possibility of hiring someone to do the taxes for the library to alleviate the stress associated with that. Director Murphy will look into some options.

The Story Hour position has been posted and Director Murphy reviewed two applicants with the board. She proposed that one person be hired for Story Hour and the other person be hired for front desk hours and program planning here and there. The board discussed pay and probationary periods and Director Murphy will move forward with the hiring process.

Trustee Wightman moved to hire both candidates according to Director Murphy's recommendations with a three month probationary review period, Trustee Barry seconds, all approved.

Halloween was a success this year with handing out well over 100 books. Next is the cookie walk.

Director Murphy shared her experience from attending the NYLA conference and came away with lots of great ideas.

Lastly, Director Murphy updated the board on the Boswick Club request for using the library as a meeting space provided that alcohol can be on the premises. The board discussed concerns surrounding allowing groups to bring in alcohol when they sign out spaces for events or meetings.

Trustee Watson moves to prohibit outside groups from bringing in alcohol to the library, Trustee Barry seconds, all approved with one abstained due to conflict of interest.

### **Treasurer Report:**

Trustee Page reported we are maintaining our position financially. Quickbooks was not operating correctly and he was unable to pull the full report. He will be working on the budget for next year.

### **Technology Report:**

Director Murphy said that Deb's computer needs a new harddrive and that is why Quickbooks is not working. Director Murphy will call Travis Raab and see if he can come in and do an inventory of needs.

### **Fundraising Report:**

Trustee Crane reported that there were no reported donations for this month, and the total amount donated is \$8,100 from 77 donors, a 17% return at this point. Last year at this time we had \$8,145 from 74 donors.

### **Used Book Room Report:**

Trustee Curran reported that the Ebay sales for October were \$329.43 and the Saturday book sales were \$626.53. The monthly total for October is \$955.96 and the YTD is \$18,567.92.

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

Trustee Watson reported that the thermostat was fixed, air filters replaced, and the fireplace was checked for safety. They are working on getting wreaths for the library.

### **Memorials Report:**

Trustee Curran reported that October had \$480 in memorials and the YTD is \$6,232.74.

### **Old Business:**

- *Brick Campaign Update:* The Bricks are in and we profited \$3,824 from the campaign.
- *Potential Board Member:* President Tompkins spoke with Scott Reinhart and he is interested in joining the board. Trustee Faber and Trustee Wightman will reach out to other possible candidates. Trustee Kellogg is not renewing her five year term and the board will be looking for a new Wayne representative on the board.

Trustee Wightman motioned to approve Scott Reinhart as a new trustee starting in January, Trustee Barry seconded, all approved.

### **New Business:**

*Budget Formation:* Trustee Page will sit down with President Tompkins to start building the budget. Trustee Watson wanted to remind the board that we need to be put on the ballot if we are asking for an increase this year.

**Other:**

- *Longest Table:* The date for the 2024 event is September 28th.
- *Executive Session:* President Wightman made, and Trustee Barry seconded, a motion to go into executive session at 7:13 P.M. Trustee Wightman made, and Trustee Barry seconded, a motion to end the executive session to go into normal session and at 7:40 PM.

Trustee Wightman motioned to accept the decisions made during the executive session, Trustee Crane seconded, all approved.

**Next Meeting Date:** December 12, 2023 at 6 PM

**Adjournment:** Trustee Wightman moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 7:42 PM.

*Respectfully Submitted,  
Carrie Crane*