

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, December 10, 2024

Present: President Tompkins, Director Sally Murphy, Carrie Crane, Scott Reinhart, Stephen Butchko, Mary Jo Hanna, Jerine Faber, Jeniffer Taylor, Nancy Wightman, Suzanne Curran

Absent: Marsha Watson, Ruth Barry

Minutes Approval: Trustee Hanna made, and Trustee Reinhart seconded, a motion to accept the November meeting minutes, all approved.

Director Murphy's Report: Director Murphy shared that Laurie and Lynne have been working together and Laurie will present some ideas for a new logo and brand plan in February.

The library will be engaging in a number of collection zones for the holidays; collecting canned goods for the ARC of Steuben, knitted items, and the PreK book giveaway. The library also participated in the Cookie Walk that brought about 350 people to the library.

Director Murphy has signed the library up for rotating audio books as Libby has become more popular.

President Tompkins and Director Murphy attended the Town of Urbana budget meeting where they explained that we fall under a 414 referendum, which means the town facilitates the vote but cannot deny that it goes to a vote. Overall they felt that the experience was a positive one.

FLX Gives was a success this year and the library raised \$1,100.

Director Murphy attended the Gather & Grow conference and sat in on a number of facility sessions that will help her to rewrite our facility policy.

Lastly, she discussed an opportunity to purchase 35 oak shelves for \$4,700 to redo the children's book room and the workspace. This is at a discounted cost and will match the ones we obtained prior. The board showed interest and would like to analyze the financial impact.

Treasurer Report: Trustee Butchko presented the treasurer report and reviewed the 2025 projected budget. He went through the line items where he and the board asked and clarified budget related questions. He detailed proposed changes and reviewed short term fiscal objectives. He has been working with Nesbit Financial on our investments and will continue those conversations. The approved 2025 is attached.

Technology Report:

Director Murphy shared that everything is running as it should.

Fundraising Report:

Trustee Crane reported that the year to date (YTD) is \$9,335 from 82 donors, a 40% return. Last year at this time we were around \$8,350.

Used Book Room Report:

Trustee Curran stated that the Ebay sales for November were \$444 and the Saturday book sales were \$644.02. The monthly total for November is \$1,092.02 and the YTD is \$17,975.02. It was discussed that rewording the cost of books to be a “donation” will assist with avoiding issues with the sales tax.

Buildings & Grounds Report:

Trustee Reinhart shared that the gutters will be cleaned out soon and he is looking for someone to shovel the snow. He is also going to follow up with the furnace repair.

Memorials Report:

Trustee Curran reported that there were no memorials for November and the YTD is \$3,616.

Old Business:

- *Sexual Harassment Training:* The training has been sent out and is to be completed by the end of the year.
- *Board Vacancies:* There will be a board vacancy beginning in January and the board discussed potential candidates and will continue to discuss in our next meeting.
- *2025 Budget:* Trustee Butchko shared and explained the updated 2025 budget (see attached). Trustee Wightman suggested that we create a comprehensive fundraising plan.

Trustee Wightman motioned to approve the proposed 2025 budget exclusion of employee costs and insurance cost, Trustee Reinhart seconds, approved with 1 abstention.

New Business:

- *Insurance Renewal:* Trustee Butchko recommended that we review and compare insurance brokers and the services/coverages provided. Discussion and decisions will be discussed during the executive session.
- *Other:* It was brought up that it might be time to re-evaluate our funding sources and many board members agreed that it was something to consider.
- *Executive Session:* Trustee Wightman made, and Trustee Crane seconded, a motion to exit our regular meeting and go into executive session at 7:23 P.M. Trustee Wightman

made, and Trustee Curran seconded, a motion to end the executive session to go into normal session and at 8:45 PM.

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

Trustee Wightman motioned to approve the 2025 budget with the changes made in executive session, Trustee Crane seconded, all approved.

Next Meeting Date: January 14, 2025 at 6:00

Adjournment: Trustee Wightman moved to adjourn, seconded by Trustee Crane. All approved and the Chairman adjourned the meeting at 8:46 PM.

*Respectfully Submitted,
Carrie Crane*

