

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, May 14, 2024

Present: President Tompkins, Director Sally Murphy, Carrie Crane, Suzanne Curran, Ruth Barry, Scott Reinhart, Stephen Butchko, Jerine Faber, Marsha Watson, Jeniffer Taylor, Nancy Wightman

Absent: Mary Jo Hanna

Minutes Approval: Trustee Wightman made, and Trustee Reinhart seconded, a motion to accept the April minutes with the following amendments;

- In the treasurer report section: Nancy Wightman should be added to the list of committee members.
- Under New Business, Brian Hildreth's section, a sentence should be added that he also discussed reviewing and updating our bylaws and that the board wanted to look into adjusting Wayne from a non voting seat to a voting seat.
- Under memorials the YTD should be corrected from \$0 to \$3,000.

Director Murphy's Report:

Director Murphy informed the board that the Taylor Grant has been submitted as well as the Tyrrtle Beach Grant for Summer Reading in the amount of \$500. We received \$900 from the Foundation for the Southern Tier Libraries that will go towards supporting yoga.

The Summer Reading program calendar will be going out to K-12 at the beginning of June and the library will be hosting the Hammondsport Central School Art Show again this year from May 20th through Memorial Day. The opening night will be on May 20th from 5:30-7:00.

Director Murphy informed the board that we need to decide on a winner for the student scholarship of \$200. It was also mentioned to give one of the library t-shirts to them as well.

Trustee Watson motioned to approve two awards in the amount of \$200 each to Markus Tompkins and Lexy Wilson, Nancy Wightman seconded, all approved.

The STLS library system awards and scholarships will come out in May and will be due by October. When those come out, Director Murphy will share them with the board to see if we can apply for any of them.

Treasurer Report:

There is no treasurer's report. It was suggested that for our next meeting, a report is pulled from QuickBooks and compared to last year at this time just for reference.

Technology Report:

There is no report.

Fundraising Report:

Trustee Crane reported that the YTD is \$1,975 from 7 donors. The annual appeal letter is written and ready to go out in July.

Used Book Room Report:

Trustee Curran reported that the Ebay sales for April were \$148.50 and the Saturday book sales were \$537. The monthly total for April is \$685.50 and the YTD is \$4,653.10.

Buildings & Grounds Report:

Trustee Watson shared that Clean and Green will come to clean the exterior of the building, inside and outside windows, as well as the gazebo.

Memorials Report:

Trustee Curran reported that there was \$150 in memorials for April and the YTD is \$3,150.

Old Business:

- *IT Support Contract:* Director Murphy discussed moving forward with either STLS who would contract \$100/computer/year or SCT at \$131/month. Trustee Watson recommended going with STLS as they are familiar with our systems. STLS will come this month to give a final quote and run down of services before the board decides.
- *Volunteer Recognition Lunch:* The volunteer luncheon will be May 16th at 11:30, RSVP to Director Murphy as soon as possible.

New Business:

- *By-Law Changes:* President Tompkins discussed the proposed by-law changes that would allow a Wayne representative on the board to have a voting seat as long as the town of Wayne is monetarily supporting the library. This will be formally approved at the next meeting.

Additional amendments that were suggested were to remove the Memorials Coordinator as a titled officer, remove Treasurer as a titled Board Officer, and add a Finance Chairperson as a Board Officer. President Tompkins provided a detailed sheet outlining all of the proposed changes.

- *Bookkeeper/Treasurer Issue:* The structure of the Bookkeeper and Treasurer positions were discussed as either combining them or separating them. Trustee Taylor suggested

that we look at best practice which is referenced in the Handbook for Library Trustees of New York State, which recommends separating the Treasure and Bookkeeper positions. She also suggested that we look at the cost analysis of splitting versus combining the positions in order to make an educated decision. The board members were split on what the structure of the positions should be, but agreed to look at the financials of both options. The board recommended meeting again in two weeks to discuss these differences and numbers, so that we can move forward at our next monthly meeting. Action plan moving forward is as follows:

- President Tompkins will speak to Doug Malone to see if he could consult and review our financial status to date and provide guidance or suggestions of a Treasurer.
 - Trustee Taylor will contact Kelly Fitzpatrick and ask if she would provide Treasurer services and at what rates.
 - Trustee Taylor will send Trustee Faber and Trustee Crane a template of talking points as guidance when contacting someone to gather information regarding the treasure role. Trustee Faber and Trustee Crane have a few contacts who could potentially provide this service.
- *Longest Table:* Trustee Watson shared that the event will be 9/28/24 with the theme of “Freed Between the Lines” Freedom to read.

Next Meeting Date: May 28th at 6:30 PM (special meeting) and June 11 at 6:00 (regular meeting)

Adjournment: Trustee Wightman moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 7:36 PM.

*Respectfully Submitted,
Carrie Crane*