

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, November 12, 2024

Present: President Tompkins, Director Sally Murphy, Carrie Crane, Scott Reinhart, Marsha Watson, Stephen Butchko, Mary Jo Hanna, Jerine Faber, Jeniffer Taylor, Ruth Barry

Absent: Suzanne Curran, Nancy Wightman

Minutes Approval: Trustee Butchko made, and Trustee Barry seconded, a motion to accept the October meeting minutes with the following corrections, all approved. Correct “Fabre” to “Faber” in the Longest Table section.

Director Murphy’s Report: Director Murphy shared that Laurie will start working with Lynne in December and she will also be working to create a cohesive look for the library; new logo, color scheme, branding for the website, socials, and newsletter.

Halloween night was a success with over 300 visits and around 160 books given out.

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 new computers have arrived and Director Murphy received the COSAC grant of \$1,000 to offset the yoga program cost. She also informed the board that she is applying for a \$10,000 grant to update our doors to be handicap accessible with a push button. This week also opens up the FLX Gives fundraising effort where people can donate over a 24 hour period (Thursday at 6 through Friday till 6). Director Murphy will share the links so that they can be shared out via social media throughout the week.

The Town of Urbana did not include our funding request increase on the ballot due to confusion on their end. Director Murphy said she and President Tompkins will be attending the Town of Urbana board meeting tomorrow as an educational campaign and to answer any questions.

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.

Technology Report:

Director Murphy updated the board that computers are in.

Fundraising Report:

Trustee Crane reported that the year to date (YTD) is \$9,235. Last year at this time we were around \$8,100.

Used Book Room Report:

Trustee Curran emailed her report and stated that the Ebay sales for October were \$318.47 and the Saturday book sales were \$712.25. The monthly total for September is \$1030.72 and the YTD is \$16,883.00.

Buildings & Grounds Report:

Trustee Reinhart shared that he is working on finding someone to fix the furnace and confirming the snow plowing contract. He is recommending we have the gutters cleaned and will reach out when he gets a quote.

Memorials Report:

Trustee Curran emailed her report and indicated that there were no memorials for October and the YTD is \$3,616.

Old Business:

- *Signatory Authority Update:* President Tompkins said that this is completed.
- *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 will discuss potential candidates.

New Business:

- *Budget Formation:* see treasure report above

Other:

- *Executive Session:* Trustee Butchko made, and Trustee Barry seconded, a motion to go into executive session at 7:35 P.M. Trustee Hanna made, and Trustee Barry seconded, a motion to end the executive session to go into normal session and at 8:14 PM.

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

Next Meeting Date: December 10, 2024 at 6:00

Adjournment: Trustee Barry moved to adjourn, seconded by Trustee Reinhart. All approved and the Chairman adjourned the meeting at 8:14 PM.

Respectfully Submitted,

Carrie Crane