

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, October 8, 2024

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

Absent: Jeniffer Taylor, Ruth Barry

Minutes Approval: Trustee Butchko made, and Trustee Watson seconded, a motion to accept the September meeting minutes, all approved.

Director Murphy's Report: Director Murphy shared that Beth-An will be taking over Little Bookworms and Laurie will be replacing Lynne in January.

She updated us on the October events and shared that she will be handing out books and candy on Halloween and is participating in the Legends and Lore again this year.

Director Murphy will be resuming the weeding process soon and creating a weeding schedule.

She informed us that we will be participating in the FLX give back in November which helps with nonprofit fundraising before Thanksgiving. There will be a link where people can click and donate.

Treasurer Report: Trustee Butchko updated the board with the work that his team has been doing for the first 24 days since Brynn has been hired. They established position requirements and interaction guidelines amongst Debbie, Brynn, and himself along with oversight from Roger and Nancy. Three main areas they have been addressing are:

1. **Books/Contracts:** The condition of the books since 2019 appear to be incomplete with stray bits of information. They are analyzing all contracts' for cost/services provided as they have not been updated since 2019.
2. **Missing Pieces:** They did not find the number that was used to establish a benchmark for depreciation so Brynn formulated one. The Katherine Meade sculpture and the A/C unit upgrade were not incorporated into the depreciation. There were also inadequate itemizations. Another missing item is the whereabouts of the two safety deposit box keys and Trustee Fabre suggested we create a procedure for tracking and handing keys out.
3. **Preparing for the future:** It was discussed to bring salaries up to date and reduce using reserve monies to make up for the shortfall income. The planning for these items will be discussed at our next meeting.

Trustee Butchko presented the financial report which showed that we are under budget at the end of the 3rd quarter. Our administration and office expenses are over budget as of right now.

Trustee Wightman requested more detail on income sources and amounts. At our next meeting

he will provide a preliminary 2025 budget worksheet. Looking ahead, he is looking to build the 2026 budget in August.

Technology Report:

Director Murphy updated the board on the status of the computer contract and when they should arrive. Trustee Butchko discussed concern over the language in the contract that stated servicing computers for up to three years when we thought it was going to be five years. Director Murphy will double check and discuss the language in the contract with the Southern Tier Library System (STLS).

Fundraising Report:

Trustee Crane reported that the year to date (YTD) is \$8,810 from 77 donors, a 37 percent return. Last year at this time we were around \$8,100 from 77 donors.

Used Book Room Report:

Trustee Curran reported that the Ebay sales for September were \$467.50 and the Saturday book sales were \$902.71. The monthly total for September is \$1,370.21 and the YTD is \$15,852.28.

Buildings & Grounds Report:

Trustee Reinhart shared that the light bulbs needing to be replaced have been changed. He is recommending we go with Sean Stopka for plowing. The heating system and leaky furnace are going to be looked at after he gets contact information.

Memorials Report:

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

Old Business:

- *Longest Table Report:* Trustee Watson shared a financial breakdown of the Longest Table and the event profited \$11,559. Everyone enjoyed the event and Trustee Watson and Trustee Fabre expressed their appreciation for everyone's help with setting up, cleaning up, and running stations during the event.
- *EV Station:* President Tompkins reported that the village is not entertaining the EV stations and it is unlikely that we will have one on library property.

New Business:

- *Staff Evaluations and Salaries:* President Tompkins shared that this is coming up and asked for volunteers to join him in completing the Director Murphy's evaluation. Director Murphy will be conducting the staff evaluations.

- *Annual Sexual Harassment Training:* Trustee Crane will send out the annual sexual harassment training to board members and Director Murphy will forward the information to her volunteers and staff. It was noted that anyone who has already completed a sexual harassment training for another organization this year, can simply turn in that verification in lieu of doing the training.
- *Board Vacancies:* Trustee Hanna's term is up at the end of December and President Tompkins asked the board to think of others who might be a good fit for the board.

Other: none

Next Meeting Date: November 12, 2024 at 6:00

Adjournment: Trustee Hanna moved to adjourn, seconded by Trustee Reinhart. All approved and the Chairman adjourned the meeting at 7:28 PM.

*Respectfully Submitted,
Carrie Crane*