

POWERS LIBRARY ASSOCIATION MONTHLY MEETING

Meeting Minutes February 20, 2024

	Status		Status		Status
(22) Mary Owen (MO)	Present	(19) Anna Krieger (AK)	Present	(23) Jerry Germano-Yaw (JG)	Not Present
(19) Jackie Schnurr (JS)	Present	(16) Bonnie Thomas (BT)	Present	(23) Jessica Hess (JH)	Present
		Lori Cochran (LC)	Present	(24) Scott Powers (SP)	Present

February meeting of the POWERS LIBRARY BOARD OF TRUSTEES called to order at 5:30 PM by MO.

February agenda approved with correction to Annual Report due date (2/26/24); January minutes approved.

Treasurer’s Report: AK – Groton Bank account at \$103,926; ML regular account: 1/31/2024 - \$301,608.11, 12/29/2023 - \$303,177.06; managed fund: 1/31/2024 - \$341,588.74, 12/29/2023 - \$337,831.65. Discussion about taking weeded books to Ithaca for donation.

Director’s Report: LC Written report for January handed out (attached). Annual Report due to FLLS for review on 2/26/2024. LC had emailed report to trustees, explained some recent glitches in the NYS reporting software, and asked for questions/corrections. JS made motion to approve the Annual Report; seconded by JH; motion passed. Lego Club is very popular; game day coming up Friday of mid-winter break; adult programming in the works.

Business:

- *Review of Strategic Goals (2020-2025)* MO emailed out to trustees for review; on agenda to keep in mind, and to be reviewed for possible revisions; good reference for annual or long-term goals for all involved in library operation.
- *Committee Assignments* MO awareness of committee members and chairs of each; more details follow in minutes.
- *Tax Levy request to be placed on School Ballot (letter to MCSD)* MO Refresher for trustees: The school is just the vehicle to hold the library tax levy vote at the same time as the school tax levy vote; one has nothing to do with the other; if no increase is asked for, the amount received stays the same as last year. JS made motion for a 2% increase in library tax levy to \$96,390; SP seconded the motion; motion approved.
- *Library Minimum Standards (handout)* MO emailed out for trustee awareness of some areas that can be improved regarding 14 points of minimum standards: annual report to community, disaster plan approval.
- *NYS Library Advocacy Day (2024 NYLA Policy Initiatives)* MO emailed out; a couple of policy points that NYLA is advocating for: protection of patron access – this has to do with material and programming challenges, and media literacy requirements and standards – more for school libraries, but would also support professional development.

- *Committee Reports*
 - *Buildings & Grounds* MO/SP/JH on committee; AK has checked with electrician that she uses personally – he’s not available for any other work; MO to check with someone. MO waiting on exit door for basement; committee needs to meet.
 - *Fundraising & Events* JH/SP on committee; No report
 - *Personnel* JS/AK on committee
 - *Library Director Evaluation (mechanism for input)* BT working on director and clerk self-evaluation for addition to Personnel Recruitment & Hiring policy. Draft will be sent to Director and Personnel & Policy committees for corrections, additions, comments, then should be ready for full board approval in March. No other report.
 - *Services* MO/BT on committee
 - *Approval/Revision of Collections Development, Safety/Disaster Plan, Personnel Policy, Equipment Agreement* MO emailed out copies of all; all unanimously approved.
 - *Finance* AK/JG on committee; AK Re: Groton Bank credit card – former board president Jackie Hess is still named on credit card statement; AK will follow up again with bank to get this issue resolved for good.
 - *Technology* JS/MO/SP on committee; Working on draft plan for technology: goals, etc.
- *Board self-Evaluation (tool for Annual Goal Setting & Year in Review)* JS to check into setting up Google form for self-evaluation for board members.
- *Old Business*
 - *Trustee Training (reminder of requirement for 2 hours of education each year)* LC to try to get Sarah Glogowski from FLLS to come for trustee training – 1 hour.
 - *Status of getting Narcan & AED* MO to get update.
- *Open discussion* JH – NY Forward: some projects have dropped out. Questions about group for infant storytime, like Mommy & Me, for younger age group than current Saturday Storytime; people have inquired about library events, citing not seeing them posted on the new sign; technology programming idea: email classes for adults.

Next Meeting: March 19, 2024, 5:30 PM

Adjournment: 6:40 PM

Minutes respectfully submitted by: Bonnie Thomas

Director's Report
For
January 2024

Highlights for January:

- Meeting spaces were used by: Knitting Club, Moravia-Locke Book Club, CAP/Health Navigator, Tutors and Patrons
- Stories & More continues on Saturdays at 10:30 through the end of March
- Lego Club: meets 1st & 3rd Wednesdays at 3:30-5 average attendance 25 kids
- Annual and Reorganization Meetings of the Powers Library Held on January 16th: New Trustee Scott Powers.
- Planning for Solar Eclipse: hope to have Brian Bealer (NASA Ambassador) in late March for an informational program: How to view eclipse and other interesting solar eclipse info. This program is recommended for 12 years and up. Eclipse Viewing Glasses will be given out to attendees.

Personnel:

- Sexual Harassment training: staff has been instructed to comply with this requirement.
- Planning for Summer Reading Program(SRP) 2024 All Together Now

Data:

- New patrons January 2024: 5 January 2023: 22
- Circulation 2024: 1710 items January 2023: 1360 items (does not include eContent)
- Cayuga County funding will maintain at \$3500

Grant:

- Outreach Mini-Grant
- Town of Moravia: Tables for outdoors

Events/Upcoming Goals:

- Library reconfiguration of spaces and collections continues
- Electrician needed
- Plumber scheduled for Feb 7th to replace faucets.
- February 8th: Sneeze barrier at Circulation Desk will be modified.
- Seek and apply for grants
- Annual Report to the State Due for review by FLLS by Feb. 26th at noon, March 1st to New York State.
- Winter Break Fun Feb 23- 1pm-5pm (Games, snacks& crafts)
- Photography (Birds) in April-David Gaston
- Test Proctor for Purdue University student on February 22nd
- Annual Campaign Letter
- Report to the Community
- NYS Trivia with John Lamphere (TBD)
- Gardening seminars/workshops (TBD)