

POWERS LIBRARY ASSOCIATION MONTHLY MEETING

Meeting Minutes March 19, 2024

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

March meeting of the POWERS LIBRARY BOARD OF TRUSTEES called to order at 5:36 PM by MO.

No changes/additions to March agenda; February minutes approved.

Treasurer’s Report: AK – Correcting credit card account with Groton Bank continues to be a problem: former board president Jacki Hess is still on account, and should be removed and replaced with current board president, Mary Owen; AK contact at Groton Bank (Nick Brown) gave her form to be signed by current officers; BT to send March minutes out by email for early approval, and check archived minutes for Jacki Hess resignation/office replacement vote for extra documentation for bank.

Groton account balance: \$100,486; ML regular account: 2/29/2024 - \$305,094.16, 1/31/2024 - \$301,608.11; managed fund: 2/29/2024 - \$350,801.44, 1/31/2024 - \$341,588.74.

Director’s Report: LC Written report for February handed out (attached). Highlights include: Annual Report submitted to NYS. School is supplying eclipse glasses to students; library has supply of glasses for patrons without other access; distribution to begin last week of March. Private birthday party held at library – night themed; very well received; LC expects increased interest for this type of usage, and asked for guidelines/policy regarding birthday parties. Local photographer David Gaston to display bird photos for about 10 days – kickoff April 10th, Shopper ad & flyers needed. Lego projects on display in library (creator’s first name only), photos of projects on Facebook. Mini-grant to be submitted Friday; Healthy Living classes in the works for possibly May or June; looking into creative solution to outreach for home-bound patrons: approach Modern Market to combine library items and grocery deliveries.

Old Business:

- *Tax Levy request was sent to Moravia Central School District* MO attended board meeting with small presentation for library .
- *Any news on NY Forward Grant?* JH email sent to state regarding timeframe for project approval and funding; response: news will be coming soon – “early spring.”
- *Any Trustee/Director Training CEU’s?* MO to send out form for self-reporting CEU that do not provide certification (such as videos from Mid-Hudson Library System).
- *Board Self-Evaluation (tool for Annual Goal Setting & Year in Review)* MO – JS sent link; any board members that have not completed, please try to do so by Friday.
- *Narcan & AED* MO just keeping this item in mind; library definitely getting Narcan dispenser, unsure about AED.

New Business:

- *Committee Reports*
 - *Buildings & Grounds* MO/SP/JH on committee: Working to come up with Facility Plan, including what needs work and/or out of compliance? JH – priority item: roof needs attention; much better to spend money on preventive maintenance than leak repair; LC, SP have contacts for estimates. MO reported that the Building Inspector recommended we install a push bar emergency exit and a sign reading "emergency exit only" in the basement ; outdoor electrical; upstairs windows (outside painting & grout) also on to-do list. JH suggested a graphic (like a fund-raising thermometer) in the library to show progress as donations for building projects grow.
 - *Fundraising & Events* JH/SP on committee: No report at this time.
 - *Personnel* JS/AK on committee
 - *Library Director Evaluation update* April good time for evaluation, depending on schedules; AK – No other report.
 - *Services* MO/BT on committee
 - *Approval of Recruitment & Hiring Policy; Revision of: Finance bid change for verbal quotes from \$501 to \$1000* MO emailed out copies of both policies; both unanimously approved.
 - *Technology* JS/MO/SP on committee: MO report to come.
- *Trustee/Director Training & CEUs*
 - *Coming up: Difficult Conversations, Wed, 3/27/24, 12:00-1:15pm (link given on agenda)* LC to get Sarah Glogowski from FLLS to come for trustee training – 1 hour.
- *Open discussion* MO space for dedicated library news bulletin board – maybe where the addition donation list is posted in entryway; JH maybe an easel or chalkboard facing circulation desk would be more noticeable; entryway is quite busy with community bulletin board; further brainstorming needed.

Next Meeting: April 16, 2024, 5:30 PM

Adjournment: 6:19 PM

Minutes respectfully submitted by: Bonnie Thomas

These minutes have been approved by email response from the board on April ____, 2024.

Director Report
for
February 2024

Highlights for February:

- Meeting spaces were used by: Knitting Club, Tutors, CAP/Health Navigator, Moravia-Locke Book Club and Patrons
- Stories & More continues: attendance has been excellent.
- Library Annual Report to the State completed, reviewed by FLLS and submitted to NYS 3/1/2024.
- Family Fun Game Day 63 visitors. Games, Crafts and light snacks were offered. Sienna Hess youth volunteer helper.

Data:

- New patrons February 2023: 23 February **2024: 15**
- Circulation: February 2023: 1417 items February **2024: 1618** items (eContent excluded)
- Public Computer usage increased. Faxing has increased due to Kinney Drug Store not providing this service.

Grants:

- Outreach Mini Grant due March 22nd will report next on this next meeting April 16th.

Events/Upcoming Goals:

- Library reconfiguration of spaces and collections continues
- Seek and apply for grants ongoing
- Policy reviews and updates in progress.
- Total Eclipse-free info and glasses will be available in March (Moravia School is providing glasses to each student.
- Collections audit (Diversity, Equity and Inclusion) ongoing
- Outreach to local homebound patrons
- April: order outdoor tables (Funding provided by ARPA funds-Town of Moravia)
- Summer Reading Planning-Workshop in April at FLLS
- Obtaining quotes for Building repairs
- Healthy Living Classes (8 weeks) through UR Medicine's Center for Community Health & Prevention and Wilmot Cancer Institute

Lori Cochran, Director