

POWERS LIBRARY ASSOCIATION MONTHLY MEETING

Meeting Minutes April 16, 2024

	Status		Status		Status
(22) Mary Owen (MO)	Present	(19) Anna Krieger (AK)	Present	(23) Jerry Germano-Yaw (JG)	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

April meeting of the POWERS LIBRARY BOARD OF TRUSTEES called to order at 5:28 PM by MO. No changes/additions to April agenda; March minutes approved.

Guest: Sarah Glowgowski, Executive Director – Finger Lakes Library System

Treasurer’s Report: AK – ML regular account: 3/28/2024 - \$304,242.20, 2/29/2024 - \$305,094.16; managed fund: 3/28/2024 - \$368,583.33, 2/29/2024 - \$350,801.44.

Director’s Report: LC Written report for March handed out (attached). LC still working on getting electrician.

Annual Training: Sarah Glowgowski, Director FLLS

Sarah gave overview of size and purpose of library system, support / benefits for member libraries, and consequences of not being a member. Discussed minimum standards: how often long-term goals, by-laws and policies should be reviewed; documents required to be posted on website, such as board meeting minutes, general budget info, annual report to community; FLLS also supports “Friends” groups; identified “Roles” chart in Trustee handbook (p. 159 – board oversees Director, Director oversees staff; chart also includes Friends roles), and answered questions about Friends of Powers Library bylaws and memorandum of understanding (emailed to trustees); Friends groups provide financial support (boards of association libraries can do fundraising, other types cannot; Friends group may do 80-20 split of raised funds) and advocacy; library staff, board members, directors can be a member or liason of Friends group, but officer, voting roles create conflict of interest.

Old Business:

- *Status on correcting credit card account with Groton Bank LC to submit forms and minutes with Groton Bank this week.*
- *Any news on NY Forward Grant? JH nothing yet.*
- *Board Self-Evaluation results JS had paper copy; to send out pdf to board.*
- *Updated on Narcan & AED LC in touch with contact person re: Narcan dispenser; obtaining AED machine is off the table at this time.*

New Business:

- *Update on Friends of Powers Library MO bylaws, memorandum of understanding emailed to board; board questions answered (see Annual Training section above).*

- *Committee Reports*
 - *Buildings & Grounds* MO/SP/JH on committee: MO to set up meeting.
 - *Finance* AK/JG/BT on committee: AK no report at this time.
 - *Fundraising & Events* JH/SP on committee:
 - *Movie night planning?* JS park is having movie on weekend of Fillmore Days; JH Friends of Ethel Fuller Park setting up summer events – collaborate with them? LC to check calendar.
 - *Personnel* JS/AK on committee:
 - *Library Director Evaluation update* MO to send out completed evaluation to board for review before discussion at May meeting.
 - *Services* MO/BT on committee:
 - *Approval of: Records Retention Policy* BT after discussion, changes to be made for May approval: Records Manager role to be board driven rather than generically appointed in the policy; LC & BT to compile records list to simplify retention process.
 - *Technology* JS/MO/SP on committee: MO to reschedule meeting.
- *Library Business Card in The Shopper?* BT community business card page is filler for the Shopper; cost \$22/mo. until terminated – business card style only, no events; BT passed around sample Shopper page, sample library business card; JH suggests defining time frame to avoid forgotten or unwanted expense.
- *Trustee/Director Training & CEUs*
 - *Coming up: Libraries for the Future: An Introduction to Sustainability as the Newest Core Value. June 18, 2024 (5:00 pm - 6:30 pm)*
- *Open discussion* None.

Next Meeting: May 21, 2024, 5:30 PM

Adjournment: 7:00 PM

Minutes respectfully submitted by: Bonnie Thomas

Director's Report
For
March 2024

Highlights for March:

- Meeting spaces were used by: Knitting Club, CAP/Health Navigator, Literacy Volunteers, Book Club and Patrons
- Story Hour & Craft time continues, will conclude for the season May 11th.
- Planning for Summer Reading 2024 Adventure Begins at Your Library
- Lego Club continues through May.
- Looking for solutions to assist Homebound Patrons
- Photography Exhibit-planning

Personnel/Trustees:

- Reminder about Sexual Harassment Training
- Buildings and Grounds-tour of building the grounds to identify needs

Data:

- New patrons March 2023: 4 March **2024**: 9
- Circulation: March 2023: 1600 items March **2024**: 1819 items (eContent excluded)
- We continue to see an increase in usage of our computers in addition to our Wi-Fi
- Patron visits increasing due to increased programming and social media exposure.

Grants/Funding:

- Outreach Mini-Grant (MA)
- Family Literacy Grant (April)
- Received voucher/contract from Cayuga County for \$3500

Events/Upcoming Goals:

- Solar Eclipse program 4/5/2024 and free eclipse glasses
- "Birds of the Northeast" Photography by David Gaston (April 10th-20th, 2024)
- Seek and apply for grants ongoing
- Order outdoor tables with ARPA Funding from Town of Moravia.
- Summer Reading Workshop at FLLS, April 18th, 2024
- Buildings and Grounds work
- Movie Night? Considering August, sun sets sooner.
- FLLS Road Trip more details to come.

Lori Cochran, Director
4/16/2024