

POWERS LIBRARY ASSOCIATION MONTHLY MEETING

Meeting Minutes November 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)	Present	(16) Bonnie Thomas (BT)	Present	(23) Jessica Hess (JH)	Present
(24) Scott Powers (SP)	Present	(24) Rachel McNabb (RM)	Present	(24) Nik Magill (NM)	Present
		Lori Cochran (LC)	Present		

November meeting of the POWERS LIBRARY BOARD OF TRUSTEES called to order at 5:31 PM by MO.

Date changes, addition of Insurance to November agenda; no changes to October minutes.

Kathy Hovis in attendance representing FOPL.

Treasurer’s Report: AK – ML endowment funds: regular account: 10/31/2024 - \$334,612.45, 9/30/2024 - \$361,584.57; managed fund: 10/31/2024 - \$398,203.67, 9/30/2024 - \$399,063.24; AK reminded that money was pulled from ML account for roof work and other maintenance items; no Groton Bank account statement; statements from Cahill, Knobel & Assoc. had been emailed to board.

Old Business

- *NY Forward Grant – Any updates?* No updates.
- *Trustee Recruitment: Welcome Rachel McNabb & Nik Magill* MO/LC – trustees approved by email vote, re-introductions made; continuing education requirements in place for new trustees – 2 hours, plus sexual harrassment training to be completed before the end of 2024; self-reporting forms handed out.
- *Updates: Narcan; Library news bulletin board* – LC nothing new on Narcan; work beginning on display frame in main entranceway.

New Business

- *Director’s Report:* LC Written report for October (attached); reporting on staff meeting on November 11, and from recent director’s meetings: book challenge procedure review; staff shared email set up to enable delegation of incoming requests; dumpster pricing has begun for disposal of non-garbage items and outdated non-fiction weeding; preparing for Advocacy Day in February 2025 – more info on NYLA website; various grants applied for/received; e-content payment chart received from FLLS; report to community to be compiled and posted on website; Priscilla Berggren-Thomas to become new president of FLLS board; Rotary collecting books for their program “Books for Africa;” main theme of recent meetings has been partnerships – with community, with other libraries, etc. – what can we share? SP asked about level of internet access for our patrons and the community in general; contract for funds from Cayuga County signed; committee needed and ideas welcomed for events to celebrate 145th anniversary of Powers Library, JH suggested to ask community for photos from past library programs/visits.
- *Friends of Powers Library, Inc.:* Kathy Hovis – wreath vote/raffle begins soon; scavenger hunt in library for Christmas in Moravia; pop-up book sale at 10-10 BBQ on 11/23 from 11-3; books donated to Friends of Tompkins County Public Library; AK – former Powers board member Jeff

Allen is VP of Friends group, next meeting December 16th – SP to attend as board representative.

- *Committee Reports*

- *Buildings & Grounds* MO/SP/JH on committee: MO Keith Blanchard has agreed to serve as Powers Library handyman, has already repaired large crack in sidewalk near back entrance; contract signed for elevator maintenance, committee completed monthly maintenance schedule – passed around for review.
JH – insurance review: umbrella policy premium increase to \$1000; main policy will likely increase in spite of deductible being raised from \$1000 to \$2500; cyber-security is important, but may take a separate policy; Anthony Gallery still on current policy, but not owned by Powers Library since 2015; directors and officers policy may not be in place; is annual insurance review available with agent? Discussion tabled to December pending advisement from FLLS; AK made motion for JH to contact agent with concerns, SP seconded, all approved.
 - *Finance – Approve Draft 2025 Budget* AK/JG/BT on committee: AK – Board allocates fund amount for all wages, salary distribution for staff is responsibility of LC, vote tabled to December when insurance increase and other pertinent information will be more clear, 2 or 3% increase proposed for tax levy amount.
 - *Fundraising & Events – Annual appeal letters sent out* JH/SP on committee: LC about \$4000 has been received, received very few envelopes “return to sender.”
 - *Personnel* JS/AK on committee: No report, JS to set up meeting with LC.
 - *Services* MO/BT on committee:
 - *Policies for review/approval:*
 - *Circulation* sent out by email – unanimous approval;
 - *Surplus Books, Furniture & Equipment* sent out by email – unanimous approval.
 - *Use of Meeting Rooms* – approved with changes.
 - *Technology* JS/MO/SP on committee:
 - No report – possible meeting to be scheduled for December.
- *Record shredding* BT Met on November 7th, documented and shredded 3 boxes of mostly financial documents; took 1 box of outdated software and computer parts/cables to Staples for recycling.
 - *Trustee/Director Training* MO restated all continuing education hours must be completed before the end of the year.
 - *Misc. Business / Discussion* MO suggested snacks at meetings, include amount in budget? Consensus – maybe informal, but not with money from budget; JH attended workshop by Cayuga County Tourism discussing challenges, pros, cons of tourism; they have QR code for community survey to input opinions and ideas – JH will send out more information; library events should be publicized better by newsletter, newspaper articles, social media, etc.

Next Meeting: December 17, 2024, 5:30 PM

Adjournment: 6:52.

Minutes respectfully submitted by: Bonnie Thomas

Powers Library Director's Report
For
October 2024

Highlights for October:

- Meeting spaces were used by: CAP/Health Navigator, Knitter's Club, Book Club, and Patrons
- Fire Alarm Inspection-all good
- The Great Give Back: Began Oct 19th until Dec. 7th Collection of Personal Care items for Moravia Hope Pantry, and Stockings for Soldiers for CUMC: candy, cards, puzzle books, single drink packets.
- Story Hour and Lego Club returned for the season, both run until mid-May. We had a guest for Story Hour in Ann's absence: Author Betty Deluna read her recently published book, Our Pappy is Not Different and played some games at the end.
- Attended the FLLS Annual Meeting/Banquet

Personnel/Vendors:

- Keith Blanchard will serve as the Powers Library handyman (Discussed this with Mr. Blanchard on Nov. 19, 2024), he also patched the cracked section of sidewalk on the north side of building on 11/18/2024.

Data:

- New patrons October 2023: 7 October 2024: 7
- Circulation: October 2023: 1623 items October 2022: 1612 items (eContent excluded)
- Continued usage of our computers in addition to our Wi-Fi, faxing and copying has increased.
- Faxing, copying and printing increased-considering increasing the prices due to cost of supplies in 2025.

Grants:

- NY Forward progressing and NYS State Construction
- Received funds (\$979.84) for Sensory Games and Equipment through Friends of Tompkins County Public Library. Will purchase the items after we receive taxy levy funds.

Events/Upcoming:

- Applying for grants ongoing
- Seeking Partnerships for 2025-will be essential (Cayuga Libraries will share resources and ideas with each other)
- Outreach to local homebound patrons continues (Cayuga Connect Libraries are interested in a Book Mobile and will seek funding)
- December 14th Santa & Mrs. Claus (Merry Mischief) Music, Stories and Photo Ops
- Taxy Levy funds should be received early December 2024
- Planning for 145th Anniversary of the Powers Library: Ad-Hoc committee needed.