

Sally Ploof Hunter Memorial Library

Board of Trustees Meeting Agenda

Dec. 21, 2021 4:30 pm

I. Administrative

a. **Attendance:** Barb Morgan, Sue Ellen Deion, Colleen Bowers, Lori Ames, Selinda Starr, Andrew Lonsbary, Caitlin Dolson, Mary Louise Hunt, Shawn Hunt, Terry Ingersoll

b. **Called meeting to order at 4:38pm**

c. **Period for Public Expression** - No comments

II. Reports

a. **President's Report** - Cool Yule scheduled for Saturday, 18 December 2021 was cancelled due to inclement weather. Stockings filled with items kids would have collected through the story walk will be available at the library all this week. Santa will be at the library on Thursday, 23 December for kids to meet and greet.

b. **Treasurer's Report** - Library received confirmation from Jefferson County that it will receive a 3% increase in funding for FY 2022.

1. 2022 Budget review and vote - See Attachment.

a. Category (12.19) Telecommunications should include the expense heading TELEPHONE under the second subcategory listing an estimated \$2000 expense.

b. Category (12.24) Miscellaneous should include a \$170 annual charge for USPS Post office box. This will increase the 2022 Proposed budget total to \$142,094.

Motion to Accept Treasurer's Report and 2022 Proposed Budget with revisions noted above: Selinda Spears

Second: Colleen Bowers

APPROVED

2. **New Policies** - See attachment. NCLS Compliance Kit must be completed by end of December. Circulation policy, Internet Use Policy, Hours of Operation and Public Use of Library Policy will be modified and available on website.

Motion to Accept Policy Revisions: Colleen Bowers

Second: Caitlin Dolson

APPROVED

c. **Director's Report** -

a. A number of maintenance items will need the attention of the board in 2022. These items include outdoor lighting, flowerbed renovation, upgrades to remedy slow computers, Xerox machine

and large printer need to be replaced, a large cabinet needs to be purchased for the Cricut Machine and 3D printer and a walk-through and maintenance workbook of utility systems needs to be created so that the board can plan for expenditures related to replacement of system components. The final 10% of the construction grant should be released soon to help pay for some of the immediate needs (lighting, flowerbeds, storage cabinet).

- b. A \$500 grant has been secured for a story walk that would be installed around the inner perimeter of the Maple Street playground fence. The story walk would be installed by the Village of Black River and maintained by the library. Mrs. Hunt will attend a Village board meeting in January to discuss this with the Village Board members. A Stewart's Shoppes grant can also be requested to complete funding.
- c. The library has signed up for a Senior Planet teaching platform that instructs local senior citizens on living in the digital world. There are five mandatory training sessions that the library must provide in addition to one or two specialized sessions throughout the year. Mr. Hunt has volunteered to teach these sessions. The library is required to offer technology training to its employees, so Terry and Sue will attend these training sessions as professional development.

III. Old Business

- a. **Senior Boxes** - After adjournment of the meeting, senior boxes/bags were filled and ready for delivery. +

VI. Adjournment: Motion: Sue Ellen Dion Second: Selinda Spears

Next Meeting Tuesday Jan. 25, 2021