

## Meeting Minutes of the Peru Free Library Board of Trustees

May 14, 2025

Attendees: Patrick Andrews, Stacey Bousquet, Rocky Divoll, Diane Haight, Kris Minster, Marque Moffett, Parker O'Mara, Sara Richman, Melissa Whyman.

Absent: Theresa Guynup

The meeting was called to order by Vice President Marque at 7:00 pm. The agenda was approved with a motion by Pat and seconded by Sara. The minutes of the April meeting were approved with a motion by Rocky and seconded by Kris.

Director's Report—Stacey provided statistics for April for the number of patrons, volunteer hours including a new volunteer Jane Alexander, Story Hour attendees and book club group at the Library. She also provided information about the number of attendees at the reception for the Peru High School Art Show, the Kids Art Class, the Homeschool Art Class, a poetry reading, a Community Learning Session about underwater bugs and a presentation about how AI and social media are affecting young people's minds and thoughts.

National Library Giving Day was April 1st, and the Library received \$165 in donations. The mini-grant through CEF for children's programs has been cancelled due to the status of the funding. Stacey completed an audit for the Library Workers Comp Insurance. She also distributed the gift certificates from the Board and the Librarian to the 5 volunteers.

CEF has provided Communication Boards and symbol cards to each library for utilization with non-speaking patrons, people with possible intellectual delays, and non-English speaking patrons. This is another aspect of being an inclusive Library including people with a different means of communication.

Stacey attended a webinar on "Libraries and Climate Adaptation and Social Infrastructure". She would like to pursue the objective of becoming a sustainable Library.

The current art show is "Fabric-ations" by Kris Minster who is also a member of the Board.

Sue Wagner, a regular patron of the Library, has volunteered to substitute a few times a week during lunch hour when one of the Librarians is absent for a vacation or other reason. She doesn't want to be a regular daily sub however.

Upcoming programs at the Library include:

- Teen Art in the Library
- Senior Art in the Library
- Talk by author Kate Messner
- Homeschool Art in the Library
- Noah Bonesteel, recent SUNY Plattsburgh graduate, Art Exhibit
- Teen Art in the Library

Parker arrived a few minutes late and now was in charge of the meeting.

President's Report—No Report.

Treasurer's Report—The balances for the accounts are checking--\$2,743.49, Money Market--\$56,970.21 and CD--\$26,012.73. The total for all accounts is \$85,726.43.

Sara signed off on the 990EZ form for 2024. H&R Block will submit the form to the IRS.

The computers that were purchased with a grant from the Adirondack Foundation have been ordered and will soon be installed along with the fire wall.

Building/Maintenance Report—Rocky has been working with Stacey to create a “Lego Wall” in the hallway near the Tween Room. He will be mounting Lego flat bases to plexiglass and then attach the plexiglass to the wall.

The tree in the stairwell going downstairs had gotten top heavy and Rocky cut off the top. He also supplied LED light bulbs for future use when needed.

Old Business—The Library has been attempting to find a new accountant. Stacey met with Vasso LaForest of First Financial Services in April to have him review our accounting system. He gave us a quote for \$375 per month for his services to do the bookkeeping and the payroll. The Library will have to also pay a monthly fee for software from Quick Books that includes payroll at the cost of \$175 per month. The total for both of these will be \$550 per month. The total for June to the end of 2025 will be \$3850. The total for a calendar year at this rate would be \$6,600. Also Vasso projects the need to simplify and adjust the QuickBooks information since January 2025 which could take several hours at a fee of \$500. A motion was made by Marque and seconded by Rocky to set up a contract with Vasso LaForest to become the accountant for the Library on June 1<sup>st</sup>. The motion was approved.

New Business—Stacey presented six policies that were reviewed by the Policy Committee to be considered for approval by the Board.

- Sexual Harassment Policy—a motion was made by Parker and seconded by Rocky to accept this policy. The motion was approved.
- Drug and Alcohol Free Policy—a motion was made by Parker and seconded by Sara to accept this policy. The motion was approved.
- Unattended Children Policy—a motion was made by Rocky and seconded by Pat to correct wording in the last sentence of the policy (delete “such”) and to accept this policy. The motion was approved.
- Tobacco Free Policy—a motion was made by Kris and seconded by Rocky to accept this policy. The motion was approved.
- Information Technology Acceptable Use Policy—a motion was made by Marque and seconded by Sara to accept this policy. The motion was approved.
- Fax Services Policy—a motion was made by Marque and seconded by Pat to delete the section on “Fax Charges” and to accept this policy. The motion was approved.

Sara presented information about the renewal of the CD currently invested with TD Bank by the Library. The current balance of the CD is \$26,012 which had been invested for six months. Based on the rate of investment for different time periods, a motion was made by Sara and seconded by Marque to renew the total amount of the current CD for 9 months at TD Bank. The motion was approved.

CEF has determined that all Libraries are to be considered as fair and equitable institutions which means that there will be no charges for any services or programs. For our Library this will change any fees for copying pages. The new fee schedule will include the first 10 pages as free and 25 cents per page beyond that number. Also a charge can occur for a lost book from the Library. Any person presenting a program at the Library must also follow these standards. For a book sale, the Library will continue its current practice of accepting monetary donations for books.

Marque provided updates on the IMLS situation at the NY state level. The Cultural Education Fee, which is related to real estate transactions, is currently \$15, and paid to the respective County Clerk's office. In 2016 a bill was proposed in the State Senate by Patricia Fahy to increase the fee by \$10 to \$25. However the bill never progressed, and a similar bill was not proposed in the State House. If this increase was passed by both chambers of state government, the funds could provide enough money for continuing library and museum services when the Federal funding would end. Marque asked that Board members contact our local representative, Billy Jones and Dan Stec, about this need for funding through an increase in the Cultural Education Fee.

#### Committee Reports—

Fund-Raising—The Book Sale will be June 12<sup>th</sup> to 14<sup>th</sup> with June 11<sup>th</sup> being a work day to get the books organized. Any books can be donated to the Library June 4<sup>th</sup> to June 10<sup>th</sup> with a limit of 2 bags or 1 box of books. Mel has contacted the Peru High School wrestling team to bring all the donated books upstairs on June 9<sup>th</sup>. The cost for a bag of books will be by donation.

Other fund-raising ideas are an online auction in November and a yearly calendar featuring locations in the Town of Peru.

Long Range—No Report.

Budget—No Report.

Library Moment—There have been several nursing students from Peru utilizing a “quiet” section of the Library for studying recently. Another student who is only Spanish speaking has also used the Library for this purpose. However she sends Stacey her study materials which are printed in English and translated through a special app; then Stacey prints off the Spanish version for the woman to use as study materials.

The dates for the next meetings are August 20<sup>th</sup> (not August 13<sup>th</sup>) and September 10<sup>th</sup>. There are no Board meetings in June and July. The Budget Committee will meet in July.

The meeting was adjourned at 8:38 pm with a motion by Pat and seconded by Rocky.