

Meeting Minutes of the Peru Free Library Board of Trustees
February 1st, 2023

Attendees: Patrick Andrews, Rocky Divoll, Sandy Divoll, Diane Haight, Marque Moffett, Parker O'Mara, Tracy Orkin, Becky Pace, Sara Richman.
Absent: Terri Cioppa.

The meeting was called to order at 7:00 pm by President Marque. The agenda was approved with a motion by Pat and seconded by Rocky. The minutes of the Annual Meeting were approved with a motion by Sandy and seconded by Tracy. The minutes of the January meeting were approved with a motion by Sara and seconded by Pat.

Director's Report—Stacy is currently ill with Covid and will return to her job as she feels better. The Annual Report for the Library will be due on March 3rd to CEFLS. Becky will be having a zoom meeting with CEFLS for information about this year's report requirements.

The report on the circulation of E-books for 2022 shows that 132 books were checked out by 37 patrons. In 2021 there were 138 E-books checked out by 44 patrons. Basically the level of circulation has not changed significantly between those two years.

Home schoolers use of the Library began last Friday with 9 high school students studying science with a teacher from CEFLS. This week there will be a class of home schooled students ages 3 to 6 years who will be taught in the Children's Room.

A notice was received from Amazon Smile that the program will be ending on February 20th. When an Amazon order was made through this website, a small portion of the order cost would be donated to the Library. The total of this donation was quite small.

The Library has received a donation in memory of Mary Neyenhouse as well as a donation of \$250 from the Peru Lions Club. The commissions from the sales of the Potters Guild Show as well as the current art show with paintings by Matt McGarr totaled \$714.

President's Report—Marque discussed with Anja from CEFLS the topic of adding information about the director evaluation forms to the Librarian's contract. Anja advised that adding a statement about an annual evaluation to be done by the Board would be appropriate to add to the contract but not a description of the short and long form evaluation forms.

Treasurer's Report—The balances for the accounts are checking--\$8,712.03 and money market--\$75,400.63. The total for both accounts is \$84,112.66

An automatic payment for Shelley Fracallossi's salary was made to her by mistake for January. Her daughter will be returning the money to the Library.

There was a discussion of several items that are on the January 2023 Budget vs. Actual report that seem to have been expenses from December 2022. They should be recorded on the December Budget vs. Actual Report. These items would include 5200 Payroll Taxes, 5260 Salaries & Wages, 5325 Special District Property Taxes, 5041 Cleaning Services, 5030 Books and 5210 Periodicals. The November and December reports have not been received nor has the end of the year 2022 report. Becky will discuss all of this with Forrest.

Building and Maintenance Report—Rocky had no report. Pat explained that the flag snap on the flag pole will need to be replaced soon.

Old Business—At the January meeting, the Board had a discussion about alternative ideas for honoring Shelley Fraccalossi here at the Library building. Becky suggested that a tree be planted in her honor at a location suggested by Nicki LaPlante, a landscaper who volunteers her services with the Library gardens. After the tree has been planted, an article could be written for the Library newsletter/Facebook page about the tree being planted in honor of Shelley and her role with the Library.

After reviewing the shortened Evaluation of the Library Director form, it was decided that it will be used for this year's evaluation.

New Business—Becky explained that every two weeks the bills she receives need to be given to the accountant to be paid. In the past the bills were actually hand delivered but now she would like to be able to scan the bills and send them electronically. It appears this could be done with the printer/scanner in the Library. Becky will ask for assistance for this from the Stored Tech service technician.

The router at the Library is not functioning well and needs to be replaced. An estimate for a router was given by Stored Tech for \$979. However, since the Library has Spectrum Internet, there is a possibility that they will replace the router. Becky will discuss this with Spectrum.

Library Moment—The requests for books, periodicals, DVDs and other items by patrons are met with resources at several levels. The first level is the option of the Horizon system through CEFLS which provides access to all the local libraries. The next step is the Due North system which mainly has access to nonfiction books. If the book has still not been located, libraries throughout the United States are also available resources. Becky recently requested a book for a professor at SUNY Plattsburgh which was sent to her from a library in Montclair, New Jersey.

The dates for the next two meetings are March 1st and April 5th.

The meeting was adjourned at 8:37 pm with a motion by Pat and seconded by Rocky.