

Peru Free Library
Board of Trustees Meeting Minutes
March 1, 2023

Attendees: Becky Pace, Sandy Divoll, Rocky Divoll, Mel Irwin, Patrick Andrews, Sara Richman, Marque Moffett, Terri Cioppa, Parker O'Mara
Late Arrival: Tracy Orkin (7:37 p.m.)
Absent: Diane Haight

The meeting was called to order at 7:03 p.m. by President Marque. After Marque made an addition to New Business, the agenda was approved with a motion by Pat and seconded by Sara. The minutes of the February meeting were approved with a motion by Rocky and seconded by Sara.

Director's Report – Becky gave an update with regard to the construction grant. There is a stipulation in the grant that construction must begin within 180 days of receipt of the grant monies. Becky will apply for an extension as we have no definite date from the contractor as to when the project is slated to begin. Mel did state that the town has approved the additional \$5,000 requested in the budget to help cover the library's 25% responsibility expense of this grant. Becky will go to the town hall to request a check be issued for these additional funds.

The 2022 Annual Report is due at the end of this week. The report is complete except for the financial section for which Becky will work with Forrest to gather this information.

Becky is now using the copy machine to scan the bills which she then sends to Forrest via email. This is a big timesaver for everyone concerned.

Becky also happened to mention to Forrest that the library is in need of a new modem. He believes he has a spare. Becky will follow up with him again in April if she has not heard back from him regarding this prior to that time.

There is a home school preschool group meeting at the library on Thursday afternoons which at this time includes 20 adults and 25 children.

There is a new art exhibit opening scheduled for Friday, March 10. This will run through the end of May.

The library has received a \$40,000 check from the town which is the 1st installment equaling half of the budgeted amount.

AdkAction had invited libraries across the Adirondacks to apply to AdkAction Library Buzz Program, a program that offers free Pollinator Resource Kits to local libraries to help them empower both area residents and visitors to become informed pollinator advocates and take action to protect these vital species. Becky was happy to report that our library has been accepted to receive these free resource kits.

President's Report – Marque reported that she attended a virtual training session touching upon the Open Meetings Law which was conducted by the NYS Committee on Open Government. She touched on a few points that she took away from this training which includes but is not limited to the library being allowed to hold virtual meetings with virtual attendees as long as there is an in-person quorum and that this public hearing has been preapproved. It was suggested that a new policy be written regarding this subject so that all stipulations regarding this law are known if/when virtual attendance meeting(s) will be held in the future. Marque did state that she learned subcommittees are not held to these open meeting laws.

Marque also informed the Board that they will need to inform her if they attend any training that qualifies for continuing education, whether in person or virtual, so that she can record the necessary information and pass it on to Becky to document compliance of Board members. Remember that in 2023 each Board member will be required to attend 2 hours of Continuing Education through a variety of workshops being offered.

Marque informed the Board that she had emailed Forrest to ask if he would like to be included in the group email receiving the upcoming meeting's agenda and he agreed this was a good idea, if for nothing else but to act as a reminder that the monthly financial report is due to be sent out. He did also mention to Marque that conducting the meetings the first Wednesday of the month sometimes causes an issue with him being able to close out the monthly reports in a timely manner. The Board agreed that it would not be an issue to move the meeting to the second Wednesday of the month to facilitate Forrest being given ample time to do his accounting.

Treasurer's Report – The balances currently are checking \$8,252.70 and money market \$67,878.24 for a total of \$76,130.94.

The year-end budget report for 2022 has been received. Forrest has added a new line titled "Off Budget Items" to reflect one-off expenses.

Building/Maintenance Report – Rocky replaced the snaps on the flag pole. There is currently no flag available to fly. Rocky will take care of that and get a new flag.

Old Business – Regarding the issue of the Board wanting to honor Shelley Fracalossi with planting of a tree on the library grounds, Becky did get in contact with Nicki LaPlante regarding suggestions as to types of tree and costs. Still awaiting that information.

New Business – It was brought to the Board's attention that since there is no longer a per diem librarian available since Jan's retirement, there is an issue where sometimes either Becky or Stacey is alone for several consecutive days either due to vacation or extended illness. There are at times circumstances wherein the librarian is unable to take a lunch break or step out to run errands to go to a preset appointment, etc. Marque did make a motion (seconded by Pat) that for the upcoming month of March to allow Becky or Stacey, if they need to cover the library alone for an extended period of days, they have permission to close the library for one (1) midday hour so that that librarian can have a break. The Board will then craft a policy so that it can be adopted more formally. Mel also mentioned that this would also give him an opportunity to alert

the Town Board of this new upcoming policy since there is a contractual agreement with the library regarding hours of operation. Prior notification of the hour closed will be made public via social media as well as email for those patrons who have signed up for the newsletter along with a sign being posted on the door specifying the time of day the library will be closed along with the dates. This will be posted prior to the scheduled days so that as many patrons as possible will be made aware of when the library will not be available unexpectedly. Marque will also reach out to Anja to see if a policy regarding closing for break does indeed need to be written, for example, as follows: “When a Librarian is absent from the Library due to a scheduled vacation or an extended illness, the remaining Librarian, who will be working alone, will close the library for a daily hour break.”

Library Moment – Becky announced to the Board that the book “Strong Ground: Mount Independence and the American Revolution” was recently donated to the library by the Sons of American Revolution with a formal presentation.

Upcoming Meetings – The dates for the next two (2) meetings are April 12th and May 10th. As noted previously in these minutes, the meeting has been moved to the second Wednesday of the month to give Forrest ample time to close out the financial reports.

The meeting was adjourned at 8:20 p.m. with a motion by Pat and seconded by Sara.

Minutes respectfully submitted,

Sandra A. Divoll, Vice President