

Meeting Minutes of the Peru Free Library Board of Trustees
May 10, 2023

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

The meeting was called to order at 7:01 pm by President Marque. The agenda was approved with a motion by Sandy and seconded by Pat. The minutes of the April meeting were approved with a motion by Pat and seconded by Sara.

Director's Report—The contractor for the side entryway, Claude Ford, has asked for and received a deposit so he can purchase supplies. The original estimate for all the construction for which the grant was written was \$17,000 with the Library receiving \$12,750 from NY State. Also the Town of Peru is giving the Library \$5000. With increased costs the current estimate is now about \$5000 more or about \$22,000. The Library will have to pay about \$4000 additional from the savings account.

During this discussion it was noted that in the Budget vs. Actuals Report, line item 4225, NYS Library Construction Grant, is a partial duplicate of line item 4700, Construction Grant Income. This means that the revenue section of the budget has \$8500 less than planned. The Budget Committee will meet to discuss this issue.

Nicki LaPlante suggested a rhododendron be planted in memory of Shelley Fracalossi on the front lawn of the Library. The Board is in agreement with that idea. The plant should cost \$50 to \$100.

Becky is planning the summer reading program and will provide more information at the June meeting.

The passes for local attractions available through the Library are for the Wild Center, Fort Ticonderoga and the Echo Leahy Center.

The CEF LLSA Service Aid payment for 2022 has been received.

President's Report—The election for the Town of Peru Board is next year so the decision to be made by Marque to be a candidate is postponed.

Marque needs to be made aware of the attendance of Board members at a webinar in 2023 for her records. This is in addition to the Sexual Harassment Webinar that is required also.

A "Library Passport" Day will be held on June 3rd to encourage the public to visit as many libraries as they choose throughout the county. Many of the libraries are planning special events during the day. Each person receives a "passport" that will be stamped by the individual libraries, and the person whose passport has the most stamps will receive a prize.

Treasurer's Report—The balances for the accounts are checking--\$7,150.73 and money market--\$92,679.70. The total for both accounts is \$99,830.43.

Building/Maintenance Report—No report.

Subcommittee Status Reports:

Budget Committee—The \$8,500 listed as revenue will have to be corrected and the shortfall in the budget will have to be discussed.

Fundraising Committee—Marque will be organizing a meeting for the committee.

Long Range Committee—The Library has considered doing a community survey so that will be the main goal of this committee.

Policy Committee—There are many policies, that are required, which have not been considered for our Library. Sample copies of these written policies have been provided and can be the basis for adaptation to our Library policies. These will be completed in 2023 and be approved by the Board.

Old Business—At the last meeting there was a discussion of investing some of the money market funds into a CD. Currently the Business Money Market through TD Bank has an interest rate of 1.41-1.71%. Sara provided the rates for CDs through TD Bank over different time periods. Diane reported on her discussion with a financial advisor about CD investments. Sandy and Marque prepared a report on the fluctuations of the Library's checking and money market accounts from January 2022 to April 2023. The interest rate for a 6 month period CD at TD Bank is currently 4.33%. A motion was made by Rocky and seconded by Sara to invest \$35,000 of the money market funds in a 6 month CD at TD Bank. The motion was approved.

New Business—Diane reported on the webinar prepared by the Trustee Handbook Book Club titled "The Board-Director Relationship". She and Sandy attended the webinar and jointly prepared the report. The roles of the Board and the Director were delineated as "Trustees govern. Director manages. Friends Group supports." The relationship between the Board and Director should be based on honesty and trust. One item of note is that the Board should do an annual self-evaluation with input from the Director. Sandy will pursue this information.

The June meeting of the Board will be held at 5:15 pm on June 14th. At 6:00 pm the Board members, Library staff and volunteers will have a get together (with food) in recognition of everyone's role at the Library.

Library Moment—Becky and Stacey do the normal Library activities every day. In addition, on one day, the following events happened: a patron donated a gluten-free cookbook, Nicki LaPlante discussed having a rhododendron in memory of Shelley, the artist with the current exhibit brought in paintings, a couple with children came in to copy invitations for a birthday party, an injured nurse was finding books about yoga to try to heal herself. Just some of the diverse events happening in a normal day.

The dates for the next two meetings are June 14th and September 20th. There will be no meetings in July and August.

The meeting was adjourned at 8:42 pm with a motion by Sandy and seconded by Tracy.