

Meeting Minutes of the Peru Free Library Board of Trustees
Zoom Meeting
January 20, 2021

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 7:36 p.m.

APPROVE AGENDA: The agenda was approved with a motion by Pat and a second by Diane. All Board members approved the agenda with no opposed and no abstained.

APPROVE MINUTES OF DECEMBER MEETING: Diane noted a change that needed to be made to the December minutes with the title. She noted the word "My" should be omitted. Other than this minor revision, the minutes were approved with a motion made by Rocky and seconded by Sara.

DIRECTOR'S REPORT: Becky informed the Board that there are several projects she and Stacey will be working on over the coming months, the first of which is Stacey working on designing a new website for the library. The Peru Free Library was able to purchase the name domain that was used previously at a cost of \$13 a year with a 3-year license. There is currently no time frame for when this new website is projected to be up and running, but Becky stated she is hopeful it will be online this summer.

Becky also informed the Board that the Annual Report this year is running late for being made available but that the library will be given more time for its completion. At this time, the report will be due to CEFLS by mid-March. There is also a meeting scheduled between library directors and CEFLS on January 21, 2021 to go over 16 pandemic questions that will appear on the Annual Report in order to help library directors navigate these new questions.

At last month's meeting, the need to have the side entryway redone was brought up and the Board asked Becky to look into a construction grant. Becky notified the Board that she has been in contact with Anya regarding the New York State Library Construction Grant. Becky stated that Anya informed her that the minimum eligible cost of the construction must be at least \$2,500. A proposal must be made to CEFLS by June 2021 and, if approved, will then be forwarded to the State in October 2021. The library will be notified if the grant is approved by the summer of 2022. This grant is a 25% library and 75% state match. Becky will be getting contractors to come and look at the project and give bids. Becky noted she would be sure to alert the contractors that this project is dependent on a grant and could be delayed for start until the summer of 2022.

Lastly, Becky said she was notified by CEFLS that the current software used by the libraries in our interlibrary system (Horizon) needs an upgrade. CEFLS is hoping to upgrade to a new web-based system called Symphony which would also allow the libraries connected to CEFLS to navigate and connect with 2 other systems in the State, greatly increasing access to materials.

However, CEFLS is dependent on a grant for this upgrade. If a larger grant does not go through to upgrade to Symphony, then a smaller grant will be used to update the Horizon software. Either the upgrade to Symphony or update to Horizon will be occurring this summer.

Becky said that lobby pickup of materials is growing and that library patrons like this service so much that she and Stacey are considering keeping the service going even after the library opens back up to the public in the future.

Becky had shared with the Board the Circulation Report. The numbers on the report are very skewed obviously due to the pandemic that has been going on for a year now. It was noted that there are now columns for Tutorial Sessions and Volunteer Hours with no numbers being attached to them from even years prior. It was requested that once tutorial sessions and volunteers are allowed to again come into the library that this information be added to the Circulation Report so that these parameters can be tracked as well.

Becky announced the library received some end-of-year donations which totaled \$840. This amount includes not only patron donations but a check for \$150 was received from the Lions as well as a check for \$250 was received from the Peru Credit Union which was monies collected through a raffle and donated to the Peru Free Library.

PRESIDENT'S REPORT: Marque informed the Board that she purchased four \$25 gift certificates and one \$30 gift certificate from Rulf's Orchard as well as one \$25 gift certificate from Yarborough Square to give to the library's volunteers. Marque also wrote out lovely cards for each volunteer and signed them on behalf of the Board members. Becky mentioned these were well received.

Marque also reported to the Board that beginning with the February Board meeting, she would like us to start working on breaking down the bylaws into sections so that they can be reviewed closely and revisions can be prepared to be made at the time of our next annual meeting in January 2022. By then, we should have reviewed all the bylaws for revisions and updates. She would also like to work with Becky on goals of learning and educating the Board members about library goings on so that we all have a better understanding of what is entailed in running a library. Marque will be sending out more information before the February meeting.

Marque brought up the Director's annual review and wanted some input from both Board members as well as the Director as to whether or not the annual review should be held off for the year 2021 or perhaps just shift the timeline for when the 2021 evaluation would be due since, because of the pandemic, the 2020 annual review was late in being presented to the Director. More information regarding this issue will be forthcoming.

TREASURER'S REPORT: As of this date, the checking account balance is \$6,631.66; the money market balance is \$64,550.72; and the savings account balance is \$1,001.18. Parker will send out the 2021 budget to the Board members. The Board asked Parker about the interest rates on the accounts. He stated the money market interest rate is 0.15% and the savings account interest rate was 0.05%.

A discussion was undertaken regarding the \$12,000 PPP loan. It was questioned if this money would be included somehow in the 2020 budget for documentation at some point. Since we do not know yet whether we have to pay back this loan, it has not been noted on the 2020 budget. Parker will speak with Shelley regarding this issue and update the Board.

BUILDING/MAINTENANCE REPORT: Rocky will stop by the library and take a good look at that side entryway to be sure there is no imminent risk to staff and patrons for using that doorway prior to it being repaired. Becky did state that she will close that entryway and use the front door if needed.

SUBCOMMITTEE STATUS REPORTS: The subcommittees have not met recently; no reports.

OLD BUSINESS: None.

NEW BUSINESS: None.

LIBRARY MOMENT: Becky took this opportunity to speak to the Board about each of the library's volunteers. There is a lovely teenager, Maria Zurlo, who has been coming to the library for about 2 years now and looks after the children's room. Linda Jones is a grandmother who also helps in the children's room. Prior to the library's recent minimum reopening, Linda graciously came in and sorted, packed, labelled, and stored all the games, puzzles, toys, etc., from the children's library since they needed to be removed for COVID precautions. Linda is also an avid audio book listener due to a long commute to Elizabethtown. She recently was given Keene Valley's culled audio books and then passed them along to Peru Free Library which resulted in our audio book selection growing. Gail Morin is around 90. She has been coming to the library almost daily for years and years. She covers books, shelves books, etc. Steve Collier is retired and shovels snow for the library. Nicky LaPlante is a professional landscaper who not only volunteers her time to work on our gardens, but she also donates supplies she uses such as mulch. Peru Free Library is lucky to have these volunteers.

UPCOMING MEETINGS: February 17, 2021 and March 17, 2021 were confirmed as the dates of our upcoming meetings.

The meeting was adjourned at 8:58 p.m. with a motion by Rocky and a second by Pat.

Minutes prepared and respectfully submitted by Sandy Divoll.