

Meeting Minutes of the Peru Free Library Board of Trustees  
October 11<sup>th</sup>, 2023

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

Absent: Rocky Divoll, Tracy Orkin.

Guest: Mel Irwin, Town of Peru Board Liaison.

The meeting was called to order at 7:02 pm by President Marque. The agenda was approved with a motion by Pat and seconded by Sandy. The minutes were amended by changes from Becky and then were approved with a motion by Pat and seconded by Sara.

The dates for the next two meetings are November 15<sup>th</sup> and December 13<sup>th</sup>.

President's Report—Each Board member has to complete 2 hours of Trustee training by the end of the year. The New York State Library System has webinars available online for this purpose. There will be a webinar about the Fiduciary Requirement for Trustees on November 9<sup>th</sup>, 6:30-7:30 pm with a link from NYSLS. When the requirement has been completed, Marque will need to be notified as she has to record this information.

Marque suggested that the summer break from Board meetings be changed from July and August to June and July. The Library budget should be approved at the September meeting so it can be sent to the Town of Peru Board for their budget meetings. There was agreement to this change. Terri Cioppa has resigned from the Board as of September. Tracy Orkin will continue on the Board until the end of her term (2023) but will resign at that time. Marque will be resigning as President as of January 2024 but will remain on the Board as a member.

Sexual Harassment Training is required for each Board member before the end of the year. Marque will email links to websites for this training as well as links for the Trustee training.

Director's Report—The Library has received \$200 from CEFLS to support the 2023 summer children's programs. The Town of Peru has made a payment of \$5000 to the Library toward the construction costs. Construction of new steps in the front of the Library were completed last week.

Becky wrote a letter to Billy Jones, our representative to the State legislature, about our issue with NYSEG who owes the Library \$15,500 for an overpayment. Becky and Sara have spent weeks contacting NYSEG about the refund but have not been able to have a definite response about a check being issued. Billy Jones' office contacted Becky immediately to explain that the check should be received by the Library before or on October 17<sup>th</sup>.

The Board had decided to plant rhododendron bushes as a memorial to Shelley Fraccolossi on a front corner of the Library property. Becky contacted Nicky LaPlante about removing a dogwood tree and planting the new bushes. The cost for everything would be about \$1500 which was more than the Library could afford. Alternative efforts for removal of the dogwood and planting of the rhododendron are being researched.

Treasurer's Report—The balances for the accounts are checking--\$8687.28, money market--\$9400.50 and CD--\$35,508.05. The total for all accounts is \$53,595.86. On the Budget vs. Actual report line 5070 the amount for September was \$15,476.93 and October was \$51.57. Sandy asked if Becky could talk to Forrest about this large difference. The CD that the Library has will expire in November. Sara will find out from TD Bank the rates for a 6 month, 9 month and 12 month CD for the next meeting. The Board can then make a decision on a future investment.

Building/Maintenance Report—Rocky will contact the company that inspects the fire extinguishers and detectors to do this service sometime in November.

Subcommittee Reports:

Policy Committee—Several policies are being developed and will probably be brought to the Board before the end of the year.

Old Business—Previously the 2024 Library Budget had been approved with an evote. A motion was made by Sandy and seconded by Parker to approve the 2024 Budget. The motion passed.

New Business—The New York State Library System recommends that each Library Board do a self-evaluation to help determine the effectiveness of the Board. Sandy presented information about topics, such as reviewing the library's long range plan and assessing the community's view of the library, that should be part of the evaluation process. She and Becky provided forms from the Mid-Hudson Library System for each Board member to complete and return to by the November meeting. Sandy also explained that there is a longer form that could be divided into sections to be discussed through multiple meetings during next year. Also we could ask Anja Bouchard from CEFLS to speak at a future meeting about topics in the self-evaluation.

Library Moment—Becky explained that all 30 libraries in CEFLS participate in the Interlibrary Loan System to exchange books and other materials between the individual libraries. She received a report of the usage Interlibrary Loan for each library, and Peru ranks 6<sup>th</sup> within the system for this service of materials being sent out and others being requested. Becky feels that our Library is purchasing materials that are popular as well as our patrons putting in many requests on a variety of topics.

The meeting was adjourned at 8:07 pm with a motion by Pat and seconded by Sandy.