

Barrett Paradise Friendly Library  
Board of Trustees Meeting  
Minutes of February 28, 2022  
Meeting held via Zoom/in person hybrid

In Attendance: Lisa Flanagan, President; Diane Conklin, Vice President; Deb Boyle, Treasurer; Cindy Cook, Secretary. Trustees: Brette Fulton; Richard Leist; Linda Potter; Darryl Speicher; Michael Stein; Julie Wynne. Mary Ann Lewis, Library Director. Absent: Julie Niering.

Lisa Flanagan called meeting to order at 5:30pm

Minutes from January 2022 meeting were reviewed and a correction was made to show the library's net assets are over \$2,000,000 but this is not our bottom line. Michael Stein made a motion to approve the minutes with the revision, Julie Wynne second, and all were in favor.

**Treasurer's Report**- Deb Boyle stated our marketable securities should be reported on a market value basis. A question was asked about the Tattersall money and where it was deposited. It was answered that it has been deposited into our investment account. Discussion took place about market securities and market values vs cost. Our profit and loss statement shows a loss but we believe it is because we did not receive our state aid in January. However, the funds did arrive in the beginning of February. Motion to file Treasurer's report made by Cindy Cook. Deb Boyle suggested forming an ad-hoc financial committee to take a look at our investments. Lisa Flanagan asked for volunteers. Deb Boyle, Lisa Flanagan, Richard Leist, and Michael Stein volunteered.

**Library Director's Report**- Mary Ann explained that she has changed the format of the Director's report to show month to month comparison of statistics. The number of active patrons is 2,536. Things are pretty typical for the season and the pandemic. The library was closed for 2 snow days and a staff training day in January. Mary Ann's main job functions in January were mostly all SPARK related as well as preparing the annual report for the state. Mary Ann shared two positive stories with the board. A \$100.00 donation was received and on the check the donor wrote, "Thank you for being fabulous." She also told us of a woman who needed tech help for an unemployment virtual meeting and was so thankful for the assistance.

Circulation-Prior to SPARK books were checked out for 2 weeks. With the new system books will be checked out for 3 weeks except for new books, which will remain 2 weeks.

Programs-the library is receiving good feedback on both children's and adult programs.

Building report-The replacement window in the adult stacks and the window pane have been repaired. Adam Sheloski, A&E Glass, did not charge the library for any labor. RJ Groner replaced the geothermal unit and that has been paid for. The water testing technician is now coming to the library so a sample does not have to be delivered to Brodheadsville.

**Fundraising**-The Friends letter has generated \$17,391.00 in donations from 220 donors. We are ahead of last year at this time.

**Grants**-Searchable History: nothing new to report. Buck Hill Community Services gifted the library with a \$6,000 donation. Chelsea is working on the permanent outdoor story walk which was made possible by a grant from the Monroe County Bar Foundation. It was suggested to heavily publicize the story walk so people are aware of it. Carol Hillestead and Mary Ann are working on the Hughes Grants applications.

**Old Business**-SPARK: Overall, the transition went very smoothly. The receipt printer is not working at 100%. It seems to be a networking issue and our computer technician will be coming to take a look at. SPARK is more streamlined, has more capabilities and more options than the old system. Our collection continues to get re-barcoded and weeded.

**Staffing**-Mary Ann is going to start advertising for a library clerk/administrative assistant position to work 25-30 hours per week. She is also going to start advertising for a basic library clerk to work 10-15 hours. Qualifications for the positions were discussed and the candidates must be tech savvy, have good communication skills and the ability to learn our software. Advertising will begin soon.

### **Other Business**

Mary Ann has not yet received conflict of interest forms from 2 board members; she will speak to the individuals.

Check signing privileges have been updated.

Linda Potter spoke about the possibility of electric car charging stations. Grant applications will be available in the fall if we're interested in pursuing the project. The Aubrey Group will keep Linda updated and she will keep the board updated. Costs of the project as well as income possibilities were discussed.

**Website**-nothing new to report

**Covid 19 update**- It was stated we need to consider the updated CDC masking guidelines (optional for most) and bring back in person meetings/programs at the library. Deb Boyle made a motion to follow CDC guidelines regarding masking in the library. Discussion followed with Mary Ann stating she would like to hold off relaxing masking requirements for 2 weeks to see if infection rates remain steady. It was suggested that if the county stays in the medium threshold or goes to low before the next meeting to authorize the administration to make the decision regarding the masking policy. Michael Stein made a motion to amend Deb Boyle's motion that if any time before the next board meeting the county stays at medium or goes to low the administration may revise the mask policy at their discretion. Julie Wynne second, all were in favor. It was stated that it's important for staff to be comfortable with decisions about masking and group programs. Mary Ann was asked if there are guidelines or plans for programs. She said many considerations go into planning programs especially with COVID and changing circumstances. She will have updates at the next meeting.

Meeting adjourned at 7:15pm. Motion by Linda Potter, second by Michael Stein, all were in favor.

Next meeting: Mon, March 28, 5:30pm. Zoom/in person hybrid.