

AFTON FREE LIBRARY
Board Meeting, Sept. 19, 2023

PRESENT: N. Andrews, W. Caldiero, L. McGraw. Staff: M. Arnold, R. Bogart, C. Burdette, N. Caldiero. Excused: L. Granger. Visitors: Fred Arnold.

The meeting was called to order by President Leslie McGraw at 5:30.

Leslie read the resignation letter of Donald André Ouimet (attached). The resignation to be effective Sept. 19, 2023. Wendy moved that we accept his resignation with regret and with thanks for his many contributions to the board and library and for his ideas, insight, and enthusiasm. Nicki seconded the motion, and the motion was passed unanimously.

Leslie said that we have one candidate to fill the vacant position: Shirley (Anna) Haynes has applied to fill the remaining term for this position to run from Sept. 20, 2023, through December 31, 2024. Nicki moved that we accept Shirley (Anna) Haynes to fill the position vacated by Donald André Ouimet. Leslie seconded the motion, and the motion was passed unanimously. Leslie will give Anna the relevant documents and 4CLS trustee training information.

The board discussed bringing the number of trustees up to seven should there be other interested applicants.

FINANCIAL REPORT: The Financial Reports were submitted by Christine. Christine answered the questions that Leslie had from the July 18th report. The Board reviewed the reports for July and August. The checking account balance on 7/31/2023 was \$8,382.93 and the savings account balance on 6/30/2023 was \$40,355.98, and the CD balance on 7/31/2023 was \$166,973.12 for a total of \$219,33.88. The checking account balance on 8/31/2023 was \$5,507.46 and the savings account balance on 6/30/2023 was \$40,355.98, and the CD balance on 8/31/23 was \$167,045.57 for a total of \$216,550.86. \$108.19 remains in the Charles Schwaab Fund and continues to earn interest. The board voted to leave this money in the Schwaab account for the time being. The board reviewed the invoices #154-162 for May (\$8,669.57, #163-177 for June (\$7,540.28), #178-187 for July (\$5155.19) and #188-196 for August (\$3,889.11). We reviewed the Budget Reports and decided to include the amount spent on digital books to the expenses for books. Next year we will add a separate line for digital books to the budget form. We asked Christine to add a line to the Budget Report showing the amount needed to balance the Expenses and Income. We have a CD for \$14,229.34 at SFCU that matures on 09/30/23. Nicki moved that we authorize Linda to check for the bank account offering the highest interest rate and to reinvest the amount in that account. The motion was seconded and carried. Nicki asked why we are paying for a P.O. Box. Ramona explained that because the library's curbside mailbox was vandalized in the past, we started using a P.O. Box. The Village Hall also uses a P.O. Box for the same reason. Nicki asked Christine where the \$500.00 Grant amount listed as income on the July Financial Report was from. Christine will check on that. Nicki asked why we were charged a late fee for a check by the insurance company for a payment that was made on time. Christine will check on this. Ramona mentioned

that the main circulation computer has problems and needs to be replaced. Nicki moved that since we have enough money budgeted for this that we replace this computer. The motion was seconded and carried. The Financial Report was placed on file for review.

MINUTES of July 18,2023 were accepted as presented.

LIBRARIAN'S REPORT:

- Ramona reported that figures for the Book Sale were down from last year probably because we didn't hold it on Friday and because the Afton Arts and Crafts Day vendors' booths did not extend up the street as far the library, and because activity on Sunday was extremely slow. We will consider going back to holding it just on Friday and Saturday next year.
- An 8 ½ X 11" copy of the Patron Conduct Policy will be laminated for use in showing it to patrons. A larger copy will be posted.
- The family music session was well received, and it was suggested that we plan a "jam session" with area musicians.
- Ramona reported that 197 participants in the 4CLS Road Trip program stopped in Afton to get their "Passports" stamped and that she awarded 15 prizes to participants.
- The full Librarian's Report including statistics for July and August 2023 is attached.

MICHELLE'S REPORT:

- Michelle reported on the programs from July and August and on upcoming programs in the fall.
- She reported that the Mondays for the Summer Reading Program worked well, and we decided to continue that next year.
- Michelle reported that her scheduled appointment on August 14th with Dr. Mukhlis was cancelled. It was rescheduled and Michelle will be meeting by phone with Dr. Mukhlis on Sept. 18th to discuss her proposal for library/school cooperation this fall.
- Michelle's full report is attached.

OLD BUSINESS:

- Since we agreed to subscribe to the 4CLS Digital backup system, Nicki asked who the contractor is that 4CLS uses for their digital backup plan and asked how can we go about subscribing to it? Ramona will ask 4CLS and then Nicki will follow up in backing up our files after we start our subscription.
- Workroom renovation – We discussed applying for a NYS construction grant with money assigned by NY State to 4CLS. Because of deadlines for application, we will apply next year. This year we plan to reorganize the work room and discard unused and outdated items. Wendy will set up a date for a "cleanup work bee."

- We agreed to rewrite the draft of the Unattended Child Policy. Wendy will set up a date for a committee to meet.

NEW BUSINESS:

- New staff position – Nicki moved that we hire Cassie Woodford as a Substitute Clerk for a trial position of three months and after successfully completing the trial period to work as a clerk for up to six hours per week and more if needed as a substitute. The motion was seconded and carried.
- The discussion of the By Laws and Mission Statement was tabled for lack of time. A special meeting will be held on Sept.26th at 4:30 to discuss this.
- Scott Poulton from Tri-Town Insurance did not get the information about the Liability and Directors Insurance to Leslie in time for the meeting. He will get it to her on Sept. 22nd.
- One of the training webinars that Leslie had attended suggested the use of name tags for staff. The board discussed the pros and cons of wearing name tags and decided not to use them because of security concerns.

ADJOURNED: 7:27 **NEXT MTG:** Oct. 17, 2023, at 5:30

Respectfully submitted,

Wendy Caldiero, Sec'y

Letter from Donald André Ouimet dated August 9, 2023:

I'm very happy that a new trustee has been identified to fill the remainder of my term. As the plan is to elect her to the board at the [September 19, 2023](#) meeting, I am submitting my resignation from the board to be effective as of that date.

I have enjoyed my time on the board and was happy to assist the group in creating positive changes for the library community. I wish you well as you continue your mission.

Donald "Andre" Ouimet

Sent from my iPad

Librarian's Report:

July 24- SRP with Erica from Cornell Cooperative Extension and Read & Bead. 18J, 11 A

July 31- SRP with Art teacher and Former beekeeper, Colleen Jenkins and Read & Bead. 17J, 10 A

Aug. 3- Adult Craft Class with Sonnet Meres Constable. Candle making. 12 A, 1J

Aug. 11- Adult Services Meeting with Circe from 4CLS. Shared 4CLS resources- <https://4cls.libguides.com/adultservices> and <https://4cls.libguides.com/programmingdatabase>
I registered for a webinar: Adult Programs That Work, Wed. Oct. 4th, 11am, nicheacademy.com.

Aug. 14- Scheduled an appointment with Dr. Mukhlis which the principal needed to cancel. I re-scheduled a phone appointment for Monday, Sept. 18th for approval of a previous emailed proposal:

"Hello Dr. Mukhlis,

I hope your school year is off to a great start. I am wondering if you would be available for a phone appointment on Monday, September 18th between 2 - 4 pm? (15-20 minute call max) Our proposal is below. We are wondering if you think the following would be possible and helpful for your theme of literacy this school year.

We would like to offer Afton Free Library cards to the elementary students by focusing on one grade per month. We would deliver applications and a letter to go home with students. We would start with 5th graders and work our way down to Pre-K.

Also, we could visit the school seasonally. Once in October, again in early-mid December, the end of March, and finally the middle of June. We would like to visit a few classes/ grades with a story or a book talk based on themes provided by teachers.

We are also open to classes coming to the library on Fridays throughout the school year. I could make a sign-up sheet for teachers to schedule library visits.

Please let us know how this sounds to you when you get a chance and we will go from there.

Thank you for your time"

Aug. 17- Freddie and I helped set up the book sale.

Aug. 20- Freddie and I helped run the book sale and began packing the remaining books.

Aug. 24- Final SRP with musicians, Dannielle & Trish. 3 J, 8 A

Aug. 25- Interview with Cassie. During my last conversation with her, she explained that with her surgery on the 28th, two days of recovery is expected.

-Worked on scheduling details.

Worked on ongoing projects: Website, Facebook, order for updated Makerspace supplies, planning for Homeschooler Program for September,

Sept 1-15 Calls, emails, and planning for Adult Services programming for Oct-Dec.
Remaining programming budget: \$1,200.

Sept. 15- SRP Report due. Completed. Stats: 82 participants, 13,540 total minutes read!

Sept. 18- Call with Afton Elementary School Principal, Dr. Uday Mukhlis. He approved our proposal and he's looking forward to our plan. Our first visit is scheduled for Monday, October 23rd. Joanne and I will provide a 15-20 minute program for three grades. 5th at 8am, 4th at 8:20, 3rd at 8:40 am. We will provide library card applications for 5th graders at this time.

Upcoming:

Sept. 22- YS Meeting with Sarah Reid.

Sept. 25- Homeschooler Game Day.

Oct. 19- Adult Craft Class with Linda Shea. Card making workshop at 6pm. Up to 15 people, 3 designs, \$70.00 total.

Nov. 2nd- Adult Craft Class with Gail Goldstein. Glitter Holiday Plate at 6pm. Up to 10 people, \$120.00 total.

Nov. 16th- Family cooking workshop. Hands on cooking class with Alexis from Cornell Cooperative Extension. Up to 8 pairs. No charge, but we may help with supplies.

Dec. 7th- Adult Craft Class with Sonnet Meres Constable. Alcohol ink dishes for keys/jewelry. Up to 15 people, \$225.00 total.

Facebook Stats last 30 days:

Post reach- 1,366

Post engagement- 195

New Followers- 11