Village Library of Cooperstown Board MINUTES

Date | time 04/27/2021 4:00 PM | Meeting called to order by Jill Feury

# In Attendance

# Trustees present: Kristin Walker, Susan Miosek, Jill Feury, Robert Seward, Stephanie Hazzard, Amanda Chase

# Also present: Heather Urtz (Library Director) Trustees absent: Steve Bohler

Motion to approve March minutes from Jill, second from Susan – motion carried

A big welcome to our new library director, Heather Urtz!

# Director’s Report

* Report from library director, Heather Urtz
* This afternoon the Art Association informed Heather that asbestos abatement is needed due to the replacement of floor tiles in their entryway which is adjacent to the library. We will be closed May 8th-10th. As May 8th is a Saturday, it will be an additional closed day to the public
  + Some staff will lose hours – Heather will offer them the opportunity to make up hours elsewhere
  + Heather is coordinating with the Art Association to ensure messaging for the public is consistent
* Heather is establishing a contract with Ingram to increase the efficiency of book ordering
* She is working with Four Counties to update the website
  + Amanda will send her recent Board Meeting Minutes so that they can be uploaded
* Plans are firmly underway for multiple programs throughout the spring and summer
* Many technology and office upgrades are needed. Heather is researching products and pricing. Upgrades needed include, but are not limited to:
  + Laptop for the director
  + Laminator
  + Label printer
  + Barcode wands
  + Printing – wireless printing for staff and patrons
  + Photocopier
  + Faxing capabilities
  + WiFi boosters
    - Staff secure WiFi access
  + New mini-fridge for the staff
* Plans are formulating for summer hours. The following are possible ideas:
  + Return to Monday-Friday 9-5
  + Add Wednesday evenings back – until 8 pm
  + Add Tuesday/Thursday early hours – opening at 8:00 am
  + Continue Saturday hours
  + Keep Sundays closed
  + Make these seasonal hours: Memorial Day – Labor Day
  + Heather would offer the Sunday employee the opportunity to make-up those hours elsewhere
  + Heather is going to confirm staff availability for evening hours and then put out a survey on social media as well as hard copies in the library
  + A final decision will be made and put out to the public by mid-May
* Director’s report was accepted as presented.
* Two notes were submitted to the Board from community members, Dale Brinnier, and Peter Clark regarding their frustrations with the recent changes in hours

# Treasurer’s Report

* Report from Robert Seward – overview of monthly financials
* Motion to approve Treasurer’s Report from Susan, second from Stephanie – motion carried
* Motion to move remaining balance ($2,450) from Programing (7410-298) to Library-Equipment (7410-200) from Robert, second from Kristin – motion carried
* Robert set us up with a membership to the ALA (American Library Association). He gifted us the membership of $75, and quickly gained us a $3,000 grant towards the ongoing FOVL programming on racism in the community
  + Robert proposed pursuing another grant opportunity:
    - Motion to pursue ALA Budgetary Impact Grant for youth services from Robert, second from Susan – discussion –
      * Motion tabled – Heather will send out the grant application for the whole board to review

# Friends of the Village Library’s Report

* No report

# Other Committee Reports

* **Finance** (Vacant)
  + No report
* **Personnel** – (Vacant)
  + No report
* **Facilities** (Steve)
  + No report
* **Nominating** (Vacant)
  + No report
* **Programming** (Kristin/Amanda)
  + No report
* **Strategic Planning** (Jill)
  + No report
* **Volunteers** (Susan)
  + No report
* **Marketing** (Jill)
  + No report
* **Buildings** (Vacant)
  + No report
* **CCS Liaison** (Amanda Chase)
  + No report

# Other Business

Motion to confirm salary increases as of January 1, 2021 from Robert, second from Jill – motion carried

Motion to move into executive session from Jill, second from Amanda – motion carried

Next meeting is May 25, 2021 at 4:00

04/27/2021 6:00 PM

Motion to adjourn from Amanda, second from Kristin – motion carried

Minutes recorded and submitted by Amanda Chase.