

Fairview Public Library
Board of Trustees Meeting
January 13, 2022 (via Zoom)

Call to order

Approval of December Minutes

Treasurer's Report and Bills

Director's Report

Committee Reports

- Finance/Fundraising
- Website
- Strategic Planning

New Business

Old Business

- Endowment signatories
- Potential board members

Public comment

Executive session

Adjournment

REVENUES - DECEMBER 31, 2021

Literacy grant	\$	1,293.75
Appeal	\$	5,696.94
fax	\$	12.00
fine	\$	44.35
copies	\$	134.75
garage rent	\$	600.00
donations	\$	62.75
donation jar	\$	64.50
book sales	\$	47.50
interest	\$	<u>2.66</u>
	\$	7,959.20

NBT	bank balance	\$	26,078.71
oustanding checks		\$	-
balance as of 12/31/21		\$	26,078.71
ENDOWMENT FUND AS OF 1/10/22		\$	545,684.32
Del Nat - savings - 12/31/21	bank balance	\$	19,860.67
Del Nat - debit -12/31/21	bank balance	\$	171.89
quickbooks		\$	(128.52)

EXPENSES - DECEMBER 31, 2021

payroll	\$ 4,280.80	(D 2603.44, C 943.17)
custodial	\$ 120.00	K-734.19)
bookkeeper	\$ 75.00	
supplies	\$ 413.11	
dvd	\$ 274.95	
fundraising database	\$ 84.10	
books	\$ 1,239.00	
paypal fees	\$ 11.92	
electric	\$ 18.70	
phone	\$ 54.39	
bonuses	\$ 300.00	
insurance	<u>\$ 1,255.00</u>	
	\$ 8,126.97	

BILLS FOR PAYMENT - JANUARY 13, 2022

ACTION FIRE & SAFETY	\$	150.00
AMAZON	\$	130.08
BETH BUSH	\$	75.00
BLOOMVILLE DISPOSAL	\$	210.39
DELAWARE RIVER SOLAR	\$	46.93
HOLLICE STRAUT	\$	120.00
INGRAM	\$	111.87
MIRABITO	\$	1,150.94
MTC	\$	63.29
NYSEG	\$	18.70
TNT PLUMBING & HEATING	\$	200.00
UTICA INSURANCE	\$	1,352.00
ZS SECURITY	\$	74.85
	\$	<u>3,704.05</u>
PAID BILLS		
<hr/>		
HOLLY STRAUT	\$	120.00
SOFTERWARE	\$	84.10



DIRECTOR'S REPORT
December 2021

Monthly patron visit number: 586 (514 in 2020)

Public computer usage: 121 (107 in 2020)

New library cards: 10 (5 in 2020)

Circulation

Bar coded items 692 (612 in 2020)

Renewals 111 (90 in 2020)

ILL

Loaned out 104 (96 in 2020)

Borrowed 211 (123 in 2020)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Sep YTD Total
Patrons 2019	723	655	709	718	808	757	882	950	731	857	699	587	9076
Patrons 2020	702	662	400	closed	closed	245	485	610	654	644	497	514	5413
Patrons 2021	487	525	590	625	572	649	822	696	752	675	607	586	7586
Circulation 2019	774	638	696	585	649	625	793	842	628	665	641	576	8112
Circulation 2020	762	731	676	21	34	313	631	727	706	691	528	612	6432
Circulation 2021	576	590	640	622	676	724	1069	969	737	698	639	692	8632

Programs

Book Club via Zoom	5
Interactive movie kits for the Grinch	6
Story Time Dec 11	5
Scratch Ornaments (Take)	6
Snowman Popcorn buckets (self guided)	6
Tag ornaments (take)	2
Washi tape bracelet (self guided)	7

Personnel

1. The first week in January will be a difficult one in terms of staffing. Normally, the library operates with the director, two staff members, and two regular volunteers. Unfortunately, the FPL family lost Elie de Comminges and the other three people are all on COVID quarantine. As yet, none have tested positive but one is experiencing symptoms an initial negative test. They are being retested but, regardless, their ill health makes them unavailable. Even if there is a positive test result, none would have an effect on me or the library. So far, I am managing all open hours.

Financial

1. We have received 90 donations totaling \$10,042 so far in the 2021 annual appeal. Last year at this time, we had received 107 donations totaling \$9425.
2. FPL was lucky to receive a donation of \$2000 towards our new website. The donor, who is not local, asked to remain anonymous.
3. FPL has received a very generous donation of \$5000 from the Gohlke Family to honor Jim Gohlke's dedication to the library. The family asked that \$3000 be used for our porch projects, \$1000 be used to buy children's books especially STEM related topics, and \$1000 can be used towards the general operating budget.
4. In February, I will provide the final budget vs. actual for 2021. This allows Beth Bush time for the final entries and bank verification.

Outreach

1. As the board knows, we continue to send an e-newsletter monthly to an email distribution list. Last January (2021), we had 73 email addresses. We are up to 101 email addresses and have been able to maintain a fantastic open rate: 65% in November, 73% in December and 61% in January. We work hard to include interesting information as well as new books and library activities.

Fundraising

1. As part of our cash management, we track our weekly lobby book sales. For 2021, we sold \$660 worth of paperbacks and hardcover books from the lobby. As the books are priced low, that is an impressive number of items.

Grants

1. I filed the final report for the ALA grant in December. I have received no questions or feedback so it appears that we have met all requirements.
2. This month I will begin to outline how to best spend the funds from the Seibel Grant and the Early Literacy grant to both meet the terms of the grants and the needs of the library.

Fairview Public Library
Meeting minutes

- Tuesday 12/14/21 Meeting called to order 5:00 pm
Present at the meeting via zoom, Julia Marks, Cindy Taylor, I. VanderLeeden, Andy Cahill, Joyce Gray and Doris Warner, director
- ABSENT A. Laub, S. Finkel

5:03 Exec Session I. VdL moves, J. Gray 2nd

Budget discussion including Salaries, and salary increases.

- 5:11 Motion to approve Treasurers combined report for Nov and Dec, and to pay all bills. I. VdL moves, J. Gray 2nd
- Director's Report
 - Budget
 - Fire extinguishers
 - 6 DVD's missing, cases empty, mot likely stolen, 4 adults 2 kids
 - Looking into possible DVD storage systems, and continue to monitor
 - Kerosene refill and stabilize tank, DW to call for service.
- New Business
 - Approve slate of officers as proposed: JM president, IvdL VP, CT secretary
 - JG move, AC 2nd
 - DW Golkie gift to the library, and misc donations
 - Approve budget as amended IvdL move, JG 2nd
- Motion to approve Oct and Nov minutes JG, 2nd AC
- Next meeting 01/13/22
 - Meeting adjourned 5:38 pm