

Springfield Library

Board of Trustees

July 22, 2019 Quarterly Meeting

MINUTES

Call to Order: 6:35 p.m.

Members Present: Jordan Clements, Dennis Dorn, Rebecca Fitzgerald, Athena Hopkins, Marilyn Marshall, Jonathan Miller, Jim Oldick, Cheryl Zamelis

Also Present: Echo Weller

- **Motion made by Jordan to approve the June 20, 2019 meeting minutes with the annual appeal update amount changed, seconded by Athena. All in favor.**

President's Report

- Library Security
 - Draft of Security policy - Keys distributed
 - Addition of deadbolt on doors into library
 - Will be having the conversation with the Town Board/Bill Freeland
 - Security of AC units mentioned- will look into this
- School Vote Update
 - Feasibility study: Marilyn, Echo, and Michelle hope to have ready by October
 - Laura Carson, Administrative Assistant at CVS-CS and CVML Board member, will help us
 - We have to advocate for why we want this money and what it is for
 - Transparency and answer questions from the public
 - Steve Bachman will provide talking points

Financial Report

- Michelle unable to attend tonight's meeting and emailed Quarterly Financial Report to Marilyn
 - The report is balanced; Michelle will email to the library board to discuss at the next meeting
- Annual Appeal
 - Amount so far is \$3,203.75; \$571.25 expenses taken out of this amount
- Otsego County Soil & Water Conservation District Grant
 - Reimbursement grant, must be done by end of year; provide receipts to get reimbursed
 - The returnable container can be at the center, but in the back
 - Need signage and bags for recycling center
- Basket Raffle
 - Possibility of doing one in Fall before Thanksgiving
 - Usually do a bake and book sale at the same time
 - Barb Potter offered to give us her list of who donates to her Spring Basket Raffle

- Election Bake Sale
 - Possibly do a bake sale at Election time
- Chobani Grant
 - Maximum amount is \$,5000; emailed them back to ask them to amend the amount
 - Called Tina Barber to confirm amending amount and have not heard back
 - Due second week of August
- 2019 Technology Upgrade Plan
 - One patron computer installed on July 19, 2019 and paid for with Stewart's grant
 - Xbox? Strictly educational games? Do the tablets cover this anyways?
 - Printers not working; will have to get this fixed
- Budget tabled till next meeting

Director's Report

- Springfield Book Club
 - Changed their meeting to Thursday at Library open time
 - Echo asked them to order their books, but didn't work and so staff back to ordering books
- Story Time
 - Doesn't work with just one person working at a time
- Echo did a "no volunteering her time" trial and got backed up, so back to volunteering to catch up.
- 30% drop in patron visits in last three months due to lack of programming
- Two books damaged and paid for
- Echo had a staff meeting with Emily and came up with a plan to help out (delegating)
- Another candidate for an alternative substitute: will discuss at next meeting
- Requested from Echo a calendar of programs so we know what money is being spent on
 - Most Important vs. least important

Next Meeting: August 22, 2019, 7:00 p.m.

- **Motion made by Athena to adjourn the meeting, seconded by Jordan. All in favor.**

Meeting Adjourned: 7:54 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.