

Springfield Library

Board of Trustees

July 11, 2023 Quarterly Meeting

Meeting Minutes

These are unapproved meeting minutes.

Call to Order

The meeting was called to order by Barbara Chamberlain at 7:00 p.m.

In Attendance

Present: Barbara Chamberlain, Dennis Dorn, Barbara LaCorte, Marilyn Marshal, Jonathan Miller, Carlin Thompson

Also Present: Marie Armstrong, Lissette Stefanec

Absent: Cheryl Zamelis

Approval of Previous Month's Meeting Minutes

- **Motion made by Barbara L to approve the April 11, 2023 Quarterly Meeting Minutes and the May 13, 2023 Special Meeting Minutes, seconded by Marilyn. All in favor.**

Nomination of New Trustee

- **Motion made by Marilyn to approve the election of Lissette Stefanec as a Board Trustee, seconded by Dennis. All in favor.**

President's Report

- The Town repaired the roof over the library

Treasurer's Report

- 2023 Q2 Budget vs Actual Report (Vote Needed)
 - **Motion made by Barbara L to approve 2023 Q2 Budget vs Actual Report, seconded by Carlin. All in favor.**
- Grant Expenditures
 - Marilyn and Marie will coordinate their information about grants for future reporting
- 4CLS Automation Fees 2023-2025
 - 2022 the fee was \$4,834, dropped 10% in 2023 to \$4,351 and will rise each of the next two years by 3% to \$4,481 and \$4,615, respectively
- Recycling Update
 - Total of \$408.04; last year at this point \$935.96
 - Dennis said he's seen fewer returnables and a lot of non-returnables in the shed

- New York State Department of Labor Problem
 - The Department of Labor claims we didn't file 2022 Q4 taxes.
 - Marilyn disputed, providing copies of the tax receipt and bank statement where the money was automatically from our account
 - The dispute wasn't accepted because Marilyn's name isn't recorded on the library account.
 - Marilyn faxed the IA 15 form with corrected information and will be able to call about the problem this upcoming Wednesday.
 - Springfield Library needs to submit an IA 15 form each January after the election of new officers, to be covered in case there's another problem.
- 2023 Annual Appeal Update
 - As of 7/7/2023, a total of \$3,705.00 from 58 people (8.9% of the 650 letters sent). We spent \$622.21 for the mailing and the current profit is \$3,082.79.
- 2023 Annual Appeal Thank You Letter (Vote Needed)
 - **Motion made by Barbara L to approve the 2023 Annual Appeal Thank You letter with changes to invite the recipient to have greater involvement with the library, to go the website for the current schedule, and to sign up for the library's monthly newsletter, seconded by Carlin. All in favor.**

Manager's Report

- 4th of July Report
 - We received \$96.00 in donations; got a lot of positive feedback on the library's programs

Please see the Manager's Report

Committee Reports

- Fund Raising Committee
 - The committee will begin reviewing grants in the next month or two
- Program Committee
 - Barbara has identified 4 or 5 likely candidates for the Fall Speaker Series
 - We agreed to test the big TV in the storeroom to see if we can use it to project a presentation from a laptop
- Nominations Committee
 - We need a Treasurer to comply with the state requirement that the Treasurer cannot keep the ledger; Marilyn distributed a document outlining Treasurer and Finance Officer duties
 - Marilyn will get competing bids to see how much it will cost to outsource the Treasurer role
 - Marilyn suggested we look into recruiting local business owners to serve on the board

Status Reports

- Review Lease Agreement
 - The Lease Agreement is good until May 12, 2032
- Review Charter Status
 - Asked Steve Bachman twice for a charter update and he hasn't come back with an answer yet

- Review Policies
 - Currently have no policies that need to be reviewed
 - Marilyn and Barbara L refining the bylaws and will bring to the October meeting for a vote
- Review Library Key Holders
 - Current key holders include two for the Town, one for Jerome Oakes, one for Marilyn, one for Cheryl, one for Dennis, one for Barbara Chamberlain, and three for library staff
- Review Insurance Policy
 - Sent the current value of our assets to the insurance agent
- Trustee Training Status
 - Where we currently stand in meeting the requirement for each trustee to attend two training sessions per year

Long-Range Plan 2023-2026

- Marilyn provided a first draft to begin identifying goals
- Will schedule a think session in a few months to define strategies and measurable outcomes

Concluding Business

Next Meeting: Tuesday, October 17, 2023 at 7:00 p.m.

Motion made by Marilyn to adjourn the meeting, seconded by Carlin. All in favor.

Meeting adjourned at 8:51 p.m.

Minutes recorded and submitted by Carlin Thompson.