Library Board Meeting Minutes

11/4/2023

12:00pm

Present: Jonathan Miller, Debra Miller, Barbara La Corte, Cheryl Zamelis, Dennis Dorn, Melinda Supp, Martha Heneghan, Barbara La Corte (attended via ZOOM)

The Board reviewed and discussed Minutes from Oct. 4th meeting. 1st to accept the previous meeting minutes made by Cheryl Zamelis and 2nd by Dennis Dorn with unanimous acceptance of previous minutes.

Treasures report: Presented by Debra Miller who brought forth the idea of placing $50,000 into CD’s. Debra Miller has reviewed local CD rates and found the best rates were through NBT Bank. Opening two CD’s was discussed and approved of investing $40,000 into a 10 month CD at the rate of 4.75 % and another $10,000 into a 5 month CD at 5.05%. This motion was proposed by Jonathan Miller and 1st by Martha Heneghan and 2nd by Cheryl Zamelis.

Library Manager’s report: To which Barbara La Corte added she had turned in her copy of the library keys to Melinda Supp. Dennis Dorn had keys made for the lateral filing cabinet and were turned in to Melinda Supp. Melinda Supp continues. To research better prices for computers through 4CLS. Melinda currently has 1 adult book order in process and 1 adult book order pending. Melinda. Updated board members on progress of Library Charter which continues to wait for verification on number of board members needed for hybrid meetings and for a total number of board members needed for our library size. Melinda has contacted the Amish teacher to explore any education materials they might like to have available to them. The library manager’s report was accepted. 1st motion by Martha Heneghan and 2nd by Cheryl Zamelis.

Old Business:

Current Grant standings are unclear currently. Debra Miller, Melinda Supp and Barbara La Corte have agreed to meet together to help with clarifications. 6 Grants are being looked at: The Home-schooling Grant for $2,000; Adult Education Grant $2000; Association of Rural Small library Grant: $787.87; Amish Grant: unsure of exact amount possibly $1000, Community Foundation Grant for museum passes $225; Stewarts Grant $1300, of which $600 has no been used; Community Fund for South Central NY $400

Contact List: has been created and submitted to the state.

Payroll Program: Use of Paychecks system is being explored by Melinda Supp

Electronics/ computers: There have been many tech updates to the library’s current computers.

Trustee Trainings: Melinda Supp will send out links for trainings for new board members along with a sexual harassment training. Melinda Supp shared with board members a new form to validate trainings have been completed.

The old business reports have been accepted and 1st by Dennis Dorn and second by Cheryl Zamelis

New Business: Executive session (Melinda Supp and Debra Miller leave the meeting)

Personnel:

Melinda Supp was voted on and approved for Supervising Librarian 1st by Cheryl   
Zamelis and 2nd by Dennis Dorn and unanimous agreement by rest of board.

Joanne Fralick was voted on and approved for a part time position with an increase in the hourly rate of this position being increased to $18/hour due to her experience and the duties being assigned to this position around children’s programming. 1st by Cheryl Zamelis and 2nd by Dennis Dorn and a unanimous agreement from the rest of the board.

Open meeting was resumed: 2024 Budget was reviewed and discussed with some changes needing to be made due to salary increase agreed upon by board. Debra Miller was acknowledged for her hard work in rectifying this budget and will be submitting a revised budget to board with some changes made in meeting due to increase in salary for part time position. Barbara La Corte suggested a review of the budget being done possibly by 4CLS to verify that this budget contains all the line items needed. Approved and 1st by Dennis Dorn and 2nd by Cheryl Zamelis and a unanimous agreement by the rest of the board.

Next Meeting will be held on Thursday. January 18th 2024

Meeting adjourned at 1:33 pm