



Secretary's Report
November 11, 2023

Meeting date – October 14, 2023

abs – Bud, Michelle
here – Jared, Kelly, Pam, Kari, Beka
present – Cathy Fuller
guest – Lori Bokan

CALL TO ORDER

Meeting opened at 8:37

PUBLIC PARTICIPATION

None

Lori Bokan, our new treasurer, was in attendance to meet everyone. She also discussed our annual budget and how we always exceed that amount. She did note that minimum wage will increase to \$15/hour on January 1, and that will impact us.

She also felt that we should use our tax levy of \$53,500 for the beginning balance of our 2024 budget.

SECRETARY'S REPORT

Michelle C.:

Michelle was absent at the last meeting, so Kelly provided a report using his notes.

Motion to approve the secretary's report by Pam with a second by Kari; passed unanimously

TREASURER'S REPORT

While Lori was here, we went over the information that we would like provided for our monthly treasurer's report. In doing so, Cathy provided the figures that we would normally discuss during this portion of the meeting.

Motion to approve the treasurer's report by Pam with a second by Kari; passed unanimously

DIRECTOR'S REPORT

Cathy:

1. October activities and tasks:

- ✓ Book boxes are being worked on by Jenn
 - 22 for adults with a total of 104 overall
 - Several new kids
 - Hope to get out week of November 1
 - Will need to hire substitutes that week to get everything done
- ✓ Pre-K 4 with 5 kids will begin soon
- ✓ Pre-K 3 will begin later
- ✓ Parker Jordan just started attending (44 kids)
- ✓ Tales to Tails had an open house which was poorly attended; only one Thursday/month for them
- ✓ Tiny Art Show has begun
- ✓ Craft Night for adults each month

OLD BUSINESS

1. Fall Festival

- ✓ 100 kids
 - ✓ Get Plinko from Portville
 - ✓ Try to get new games for next year; research in spring
 - ✓ Need new picture cut-outs; talk to George Kinnicutt
 - ✓ Try to get Eric Jones
 - ✓ Order more lanyards
2. Kari will handle fall basket raffle as she has done in past
 3. Christmas tree project:
 - ✓ Chris Evans will run again
 - ✓ Cut before Thanksgiving
 - ✓ Need 31 trees
 - ✓ Price will only increase \$1 to \$11
 4. Still awaiting starting date and other info on handicapped-accessibility
 5. Front façade – Dan Dunbar was supposed to be here by now
 6. Already have our long-range goals completed for 2021-2025; check necessary policies

NEW BUSINESS

1. Development of 2024 budget:
 - ✓ Set at \$65,000
 - ✓ Personnel – minimum wage increase January 1
 - ✓ Major categories for budget:
 - Salaries
 - Programming
 - Insurance
 - Utilities
 - Collections (book purchases)
2. Amount collected through tax levy:
 - ✓ Current amount \$53,500
 - ✓ Ask for \$8000 increase
 - ✓ Must develop publicity for this
 - ✓ Motion to request additional \$8000 by Pam with second by Beka; approved unanimously
3. Discussion and proposal to override 2024 tax cap:
 - ✓ Motion to override tax cap by Kari with second by Pam; approved unanimously
4. Use of library facilities:
 - ✓ New Directions (Allegany County) wanted to use room for supervised visit
 - ✓ Wanted this from 3:00-5:00 on Tuesday
 - ✓ Would present conflict with programs in children’s room
 - ✓ Library closes at 4:30
 - ✓ Cathy created new policy for public use of our facilities
 - ✓ Brian (STLS) said this is public space and people can use it
 - Outside groups cannot affect our activities
 - ✓ Woman never responded or showed up
 - ✓ Motion to approve new “Use of Facility” form by Beka with second by Jared; approved unanimously

Next meeting – November 11; sexual harassment training session; Kari will be gone

Motion to close meeting at 9:55 by Kari with second by Beka; approved unanimously