



Secretary's Report

Meeting date – November 13, 2021

abs – Michelle Clark, Bud
here – Cathy

Meeting opened at 8:40

SECRETARY'S REPORT

Michelle C.:

- Michelle was not present, so Kelly read her report from the last meeting
- motion to approve by Pam with second by Kari; approved unanimously

TREASURER'S REPORT

Kari:

- basket auction did very well while set up at the bank; some donations came in as well; this does not include the money made while items were on display at library
- motion to approve by Pam with second by Michele Dunbar

DIRECTOR'S REPORT

Cathy:

1. Reading therapy dogs to run on Thursdays beginning in January; need readers for this
2. Pre-K now here for story hour
3. Two Cricut workshops held already; will be Christmas class as well
4. Subscription boxes:
 - ✓ over 30 requested
 - ✓ include variety of books, with variety of interests and themes
 - ✓ have sets for ages 3-5, 6-8, 9-12, and adult
 - ✓ Cathy hopes to survey the patrons for their interests
 - ✓ elementary school collected registration forms for us
 - ✓ helps circulation to go up
 - ✓ more patron cards filled out
 - ✓ memorial money in name of Bill Graffius along with \$500 donation from Joe Hollister used to pay for this
 - ✓ adult boxes include tea, cocoa, books, stress balls, etc.
 - ✓ Cathy tries to stay very close to what's requested on the registration forms
 - ✓ wants to later branch out with different themes
 - ✓ Belfast has 85 boxes
 - ✓ Belfast has some more boxes ready to be checked out when boxes are returned
 - ✓ staff may greet people at the door if necessary
 - ✓ no DVD's included yet
 - ✓ first week of December – first boxes to be sent out
5. Chris and Jen both working in November and December:
 - ✓ need both of them to work to help with subscription boxes
 - ✓ Chris – expert in adult titles
 - ✓ Jen- young adults
 - ✓ Cathy – kids
6. STLS interview survey – Cathy told them circulation is #1 problem

- ✓ another problem is space limitation for programs (no after-school program due to Covid)

OLD BUSINESS

1. Handicapped Accessibility Project update – Kelly worked on letter for SHPO; has talked to two state women; working with Ryne Wight
2. Basket Raffle update – covered above; drawing on Tuesday, November 16 at 10:00
3. Meeting organization:
 - ✓ need to begin posting our minutes
 - ✓ do we need to advertise meetings?
 - ✓ add public participation to beginning of agenda; develop policy for public participation
4. Christmas tree project:
 - ✓ need to print map
 - ✓ 31 total trees
 - ✓ cost of \$32 per tree, but we are only charging \$30; library to cover difference

NEW BUSINESS

1. Policies to update (computer):
 - ✓ purchase software that shuts down a computer after one hour of use; maximum of two hours per day; allow two consecutive hours of use
 - ✓ buy software that allows audio only through headphones
 - ✓ revise computer usage policy to include items above; motion by Jared with second by Pam; approved unanimously
 - ✓ purchase headphones (earbuds)
 - ✓ discussed and edited Customer Behavior Policy
 - ✓ motion to add following statement to policy - Not allow customers to “argue or fight with any Library staff or place Library personnel in uncomfortable situations;” motion by Jared with second by Pam to update this policy; approved unanimously
 - ✓ discussion of having police stop by occasionally; decided this is not necessary
2. Financial Report – need profit/loss statement:
 - ✓ old computer too slow and QuickBooks way outdated
 - ✓ motion to purchase new computer with QuickBooks by Pam with second by Jared; approved unanimously; software may be downloaded
3. 2022 Budget:
 - ✓ budget set at \$65,000
 - ✓ \$40,000 to be collected through tax levy by the school
 - ✓ motion to set the budget by Pam with second by Jared
 - ✓ motion to increase the amount collected through the tax levy to \$8500 by Pam with second by Kari; approved unanimously
 - ✓ we have not had any increase through the tax levy for the past two years due to Covid
 - ✓ put ads in OTH, Patriot, Facebook, Wellsville Sun
4. Chris will be done in the middle of March and then will sub only; Chris and Jen will alternate work times
5. Employee raises will be discussed at annual meeting in February; may be easier to do this now for book-keeping matters
6. Several on-line workshops geared for board members; we will try to get info out

Motion to close the meeting at 10:17 by Pam with a second by Jared; passed unanimously

No meetings in December or January; next meeting – February 12