

**Elma Public Library
Board of Trustees Meeting
March 13, 2018**

Present: Eileen Holden, Ellen McGreevy, Tom Carloni, Kim Dixon, Dave Engberg, Sue Czech

Excused: Jay Ricketts, Terry Booth

Minutes: The minutes from the February meeting were reviewed and approved by Kim Dixon.

Librarians Report: Tom reported the visitors/circulation count was identical to the counts last year at this time. Computer use was slightly down, WIFI use was up, and college-age student attendance was up. Financial account to note: The Return to System brought our Public Funds account back down to a usual level. The 2-day Stuffed Animal Sleepover Children's Program was a big hit. This consisted of children bringing in a stuffed animal, they read a book to it, tucked it in for the night and left. When the children returned the next day, there were photos of all the things the stuffed animals did during the night within the library!

Kate attended the Service Meeting –the books for Battle of the Books Summer 2018 were chosen. Ellen asked Tom about the Non-Financial Training – programming and door count – Tom said this training was easy and reports were submitted monthly. It was noted Book Babies is inter-generational.

Eileen commented on the many compliments and great feedback she has received from both the Elma Library customers and Main library since Tom has come aboard.

Tom reviewed the Security Code change cost (2 hrs = \$270) when the old caretaker left. Tom noted he received email directions and he can change that himself if needed in the future.

Treasurer Report: Ellen stated no changes, all is good.

SUBCOMMITTEE REPORTS

ACT: Dave, Eileen and Tom attended the ACT Workshop at the Central Library that consisted of design exhibits, how the library develops collections of books/magazines, and a fantastic, guided tour of WWI exhibits. Tom is inquiring with the Town of Elma if they have any WWI artifacts that can be displayed at the Elma Library, Eileen previously brought items from the Elma Museum to our library. It was noted the Central Library had hundreds of original, matted posters from WWI that were of good quality and reproductions were available. Eileen suggested the Elma Library purchase a couple, and Ellen approved spending up to \$150 on these items.

FOTEL: The Friends plan to purchase seasonally scented hand soap for our restroom.

Building and Grounds: Tom met with the Elma Assistant Building Inspector and discussed the ice dam. Tom will be getting calcium tablets specifically made for roofing. After we get a good downpour this spring and verify our leak has been fixed, Tom would like to have the plaster and paint touched-up. It was reviewed the Heat Trace only goes 5' up the roof and last thaw Tom used salt to prevent ice buildup. It was also noted the new caretaker, Larry Brudz, is doing a fabulous job.

We are on target for a flat roof, hoping for this summer. We are awaiting State approval, then Kerry will get Town bids.

OLD BUSINESS:

Outdoor Sign – The Town unanimously agreed to give the Elma Library 1 year Continuation for a new sign application. The previous sign draft was rejected due to it being too big, digital/electronic, feeling there is no need for a sign, and thoughts the Elma Library is not suffering a hardship. We have 1 year to develop a smaller, more acceptable sign. Dave will work with Joe to get correct zoning and would like to find out what size will be acceptable. It was suggested he also speak with a Councilman. Eileen to check on the size and cost of the sign by the Elma Church. Tom suggested a possible solar sign.

Community Survey – We received 208 votes – great feedback! 142 votes for Option 1 (Mon-Sat year round, open Thurs and closed Sun) and 66 votes for Option 2 (leave hours as is). It was decided to begin the new hours on Sat, May 26. Eileen motioned to accept the change in hours/begin date, Kim Seconded the motion, unanimously approved.

Memorial Day Parade will include the BookMobile. The Board of Directors will be there to throw candy to kids, possibly paperbacks also.

NEW BUSINESS:

The Therapy Reading Dog will be at the Elma Library the 1st & 2nd Saturday in April and May. Two trained, certified dogs will be here with their owners to hold 15 minute reading sessions with the children.

Sue Czech was officially welcomed to the Board of Directors.

The Annual Report was reviewed, changes will include posting the new hours. Ellen moved to approve the Annual Report, Eileen seconded, unanimously approved.

The mortar on the brickwork on the back of the building is shallow. Tom will check with the Town to see if Larry is able to do the repair.

There are not enough books for a Spring Book Sale. One Annual Fall Book Sale was discussed, Kim motioned, Eileen seconded and it was unanimously approved.

Tom will ask Kerry to remove Karen's name on the Library portion of the Town of Elma Website and replace with his name.

Eileen suggested starting the Directors meetings 6:30 pm going forward. Everyone in attendance approved and it will be discussed further at the next meeting.

Ellen made a move to accept all reports and adjourn. Seconded by Eileen and unanimously approved.

THE NEXT MEETING OF THE BOARD OF TRUSTEES WILL BE APRIL 10TH AT 7:00 P.M.

Respectfully submitted by Sue Czech