

ANGOLA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING August 1st, 2023

PRESENT Jack Kuebler, Jenn Page, Barb Schmitt, Diane Volker, Mari Grennell, Val Stonitsch, and Patty Friend. Excused: Tressa Crehan, Sally Needham.

Jack Kuebler (President) opened the meeting at 6:00PM. Mari moved to accept the **AGENDA**, seconded by Diane. All in Favor. Motion carried.

MINUTES Minutes of the 06/06/2023 Meeting were available. (No meeting was held in July.) Jack asked for motion to accept the Minutes. Diane moved to accept Minutes, seconded by Barb. All in Favor. Motion carried.

TREASURER'S Report /Village Account Report - Barb motioned to accept the Treasurer's report seconded by Diane. All in Favor. Motion carried. Mari noted that she will be contacting Central to ensure that we are handing the treasurer's report as required (in reference to the Banking switch and Credit Card Transactions, etc.).

CORRESPONDENCE: Jennifer reported no new correspondence. Jack advised of an email he received from the State Library Board about an upcoming conference. Jack will forward the email to the rest of the board members.

DIRECTOR'S REPORT - includes LIBRARY STATUS REPORTS.

PROGRAMS: as presented on Director's Report. Take & Makes – 75 distributed during June/ 140 during July. Adult 95 for June and July. Other programs included GED Clases (16 classes/ 40 total attendees), Book Club, Tutors/Therapy, Collaborative Community Mission Program, JT Waught Class Visit (15 attendees), Kids Yoga, Movie Night, Book a Trainer and Botanical Gardens Terrarium Program (25 children/15 adults).

- A. PROGRAMS UPCOMING:** as presented on Director's Report. Many listed including Hawk Creek Program, Cookbook Club and Solar Eclipse Programs. Beginning in October a new Girl Scout Troup (Kindergarten level) will be meeting Monday evenings.
- B. CENTRAL NEWS** as presented on Director's Report. Ken Stone is officially retired. Emily Patronik will be taking over the bulk of the financial duties. Andrew Wiede has been taking on the facilities and grants.
- C. STAFF REPORT** as presented on Director's Report. None
- D. CIRCULATION REPORT** as presented on Director's Report: 2023 YTD: Library Visits 20,518, Circulation (First Circ*) at 9,876. *First Circ only counts the first time an item is checked out.
- E. PURCHASES AND NEEDS** * as presented on Director's Report. No purchase requests noted on report during July.
- F. GRANTS** as presented on Director's Report: Expenditures and remaining balances noted on the report.
- G. FUNDRAISING** as presented on Director's Report: 2023 YTD \$1,440.04 includes Candy Bars, Book and Library Bags Sale and Easter Cactus (special sale), as well as funds from the Donation Jar.
- H. MISCELLANEOUS** as presented on Director's Report:
 - Request for change of Hours to begin after Labor Day, based on the actual evening traffic and average number of people attending. ** MOTION WAS MADE by Mari and Seconded by Diane that we change the hours for Monday and Thursday from 12pm to 8pm to hours of 11am – 7pm as suggested by Director Jennifer Page. All in Favor – Motion carried. **
 - Easter Cactus. New fundraiser for Library. Bella Terra Greenhouse donated remainder of the Cactus they had available as their business closed the end of July 2023. The plants were generated (about a year ago) from cuttings of the cactus we have in the library. 35 plants were donated to the Library and we are suggesting a \$5 donation for each.
 - We are dropping our Subscription to the Buffalo News at the end of 2023. The prices have increased greatly and will increase to \$1,100.00 for 2024. In 2024, we will be starting a subscription to the Dunkirk Observer for \$269.00/Year.

Motion to accept FULL DIRECTOR'S REPORT was made by Diane and seconded by Barb. All in Favor. Approved.

OLD BUSINESS

- CENTENNIAL ANNIVERSARY – (Carried over from April 2022 Meeting.) The Angola Public Library will be 100 years old in 2024. (11/24/1924 – 11/24/2024). Looking for ideas on how to celebrate. We can celebrate at our Harvest Dinner too! History Note: Library was established in 1880, but didn't become a Public Library until 1924. In 1924 it was located in the back of the old Angola Bank Building. In 1971 we moved to our current building. At an earlier 2023 meeting, Jennifer had given us copies of ideas that the Lancaster Library had done for their Centennial Celebration.
- Status of Hot Dog Fundraiser - July 1, 2023. Total funds generated \$ 828.96. [Hot dogs \$326.00 + Bake Sale \$134.25 + Donation Jar \$210.71 + Book Sale \$158.00] Thank you to our Village Officials for doing the cooking (Tom Whelan, John Dybowski, John Wilson and Val Stonitsch). **Pricing for 2023:** Hot dog and Bottle of Water for \$2.00. Possibly rethink the pricing structure for 2024 as people were requesting 2 hot dogs if they didn't take the water. Maybe have \$2/hot dog and water is "free" **with purchase of a hot dog.**

NEW BUSINESS

- A. County Contract Approval – Resolution adopted by Board of Trustees of Angola Public Library "to furnish free library privileges to the people of Erie County, by this Library for the year 2023." President Jack Kuebler is authorized and directed to execute the same on behalf of the Angola Library Board. Resolution was adopted by Angola Board of Trustees Aye 5 / Nay 0. Original Report submitted to Jennifer Page for filing.
- B. Credit Card Request Resolution - Resolution to obtain a Credit Card for Library use for Director of Angola Public Library. \$2,500.00 Limit. Credit card use policy provided by President Jack Kuebler. Mari Motioned to adopt policy as presented, Barb seconded. Resolution was adopted by Angola Board of Trustees Aye 5 / Nay 0.
- C. Credit Card Policy as adopted by Angola Board of Trustees to be typed by the Secretary and submitted to Director of Angola Public Library for filing. *Policy/Resolution follows as last page of the August Minutes.
- D. Annual Harvest Dinner scheduled for October 21, 2023. Jack provided all with a schedule of activities and a list of assignments. Dinner will be at Evans Center Fire Hall 4-9PM. Dinner by Cala's Catering, Basket Auction/ Afghan Raffle and 50/50. See additional list for assignments. Sale price for dinner tickets will remain at \$30.00 each even though our cost for the dinner increased to \$25.00 each. Discussion regarding presale and if we would allow credit cards to be used for payments. In the past we accepted only cash or check. We will possibly add a processing fee if accepting charge card payments. Jennifer to use her own discretion regarding the processing fee and or use of charge cards for the dinner tickets.
- E. Afghan Raffle Report – Sold \$14.00 worth of tickets so far. Will continue to sell up to and at the Harvest Dinner.
- F. Roof – Jack called contractor because we have a leak. The contractor will be here in a few weeks.

TRUSTEE TRAINING

- A. Jennifer has a list prepared of all the training so far. Diane has completed her training requirements! (Nice job Diane!) The remaining trustees have about 15 minutes more training time left in order to meet the criteria for this year. We will probably finish our training in the fall.

NEXT MEEETING will be September 5th, 2023

ADJOURNMENT Mari motioned that we adjourn the meeting at 6:55PM

Respectfully Submitted,
Patty Friend

RESOLUTION TO APPROVE THE USE OF CREDIT CARDS

WHEREAS, it is advisable to obtain credit card privileges for purposes of charging certain approved and necessary expenses relative to the affairs fo the Angola Public Library, be it:

RESOLVED, that the Angola Public Library Board of Trustees apply for and obtain a Corporate Credit Card for the following authorized employees/board members of the Angola Public Library; Director - Jennifer Page, with such credit limit of \$2,500.00 as set forth in the Credit Card Policy, and that the following persons be authorized to charge on that account expenses that have been authorized by the governing board of the Angola Public Library, and that the Treasurer of the Angola Public Library is directed to monitor said account and pay such proper charges as they fall due.

Name: Jennifer Page

Title: Director