

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - December 5, 2017 6PM

PRESENT Jack Kuebler, Barb Schmitt, Sally Needham, Mari Grennell, Jennifer Page, Patty Friend

Jack opened the meeting at 6:00PM.

AGENDA and SECRETARY'S REPORT - Barb moved to accept the Agenda, seconded by Sally, motion carried. Jack motioned to accept the minutes of the previous meeting, seconded by Barb.

TREASURER'S REPORT – unofficial – but a report was distributed regarding the Harvest Dinner \$2,660.83 was final recorded, but Jack had received another \$50 from Police Chief, making the new total \$2,710.83. Successful Event!

CORRESPONDENCE – Jenn received request from Lake Shore School requesting an advertisement in their Musical Program: ¼ page at \$40 was agreed upon. Jack received a phone call from Assemblyman Dave DiPietro for a 12/6/2017 meeting at 5:30 at Spot Coffee in Orchard Park to discuss “free books for Kids” project. However, with the weather expected to be inclement and the short notice, no one could attend from our Library committee. Jack will let David know. We had already agreed to participate in the project at an earlier date.

PROGRAMS (Attendance/publicity); Per Jenn: All going ok. Participation is down during Holiday Season. Upcoming events: “Moving & Grooving with Miss Laurie” Dec 6 at 6:30pm. “What did the Scarecrow See” on Dec 7 at 6:30 pm, includes stories, songs, activities and crafts. This may have to be cancelled as we only have 3 signed up (5 attendees are required). “Graham Cracker Houses” with Explore & more a Children’s Museum, made possible through a grant from the Marks Family Foundation on December 14th, with sessions at 6 and 7pm. December 15th from 11am to 2pm; “Medicare information meeting” - for those turning 65 or who are new to Medicare. Free Movie “DISPICABLE ME3” on Dec 15 at 6pm and Dec 16 at 1pm. “Lego Club” (ages 5-13) will be held Dec 18th at 6:30 pm. Registration is required for all activities.

CENTRAL NEWS – No news other than ACT Schedules

STAFF REPORT – All ok – Cleaning person position is still open.

CIRCULATION REPORT – Record low last Saturday, but the weather was unseasonably good that day. We expect good attendance during the ‘Christmas in the Village’ Saturday festivities. We are making ornaments with the kids for the village event on Dec 9th.

PURCHASES AND NEEDS – 90 day delivery for new circulation desk.

OLD BUSINESS –

Harvest Dinner October 28th report went well. Our Bob Hope-like Master of Ceremonies: Jack Keubler was a welcoming, humorous and informative host. Cala’s

Catering provided a delicious turkey dinner. There was a great selection of donated pies/cakes and the donated theme baskets/gift certificates were plentiful. Opening and pre-dinner music was terrific! The evening also included lovely and unique table centerpieces made by Judy Woodman and a gorgeous Afgan handmade by Jackie Haderer for raffle. A surprise visit by a group of talented dancing Halloween Witches provided extra funds (and entertainment) for the event. - refer to distributed Treasurer's report for more detail.

Check out desk/circulation counter; we are still waiting for delivery and installation.

Brick work repairs - Not yet accomplished. Carole Kin reported to Jack that she doesn't know about this anymore, it seems to have reached a dead end with the contractor. Jack will contact Mayor Frawley.

NEW BUSINESS-

Theft of funds from the Library office, on November 25, 2017: \$599.00 was stolen, which included: \$335 fines, printing and copier funds, \$52 Petty Cash, \$212 Candy Bar Money. (Envelope with candy \$ was left under a purse, they took the \$, but left the purse.) Jenn contacted Jack with the information. Police were contacted and believe it was someone that has been in the library multiple times. The staff was in house, but busy in the children's area. We will have the Village Locksmith change the lock, and we will purchase a cabinet and a drop safe. (Two people will have keys (Treasurer and Librarian). The staff will begin locking up their purses as well. Jenn will write up a policy statement to have Staff members lock up their purses. A key for this cabinet will go to each staff member. Jack to visit the locksmith regarding: 1) Drop safe to mount on floor 2) key pad for door to office and 3) possible key pad to cabinet with each staff member to have their own code. We also discussed finding a way to accept credit cards as payment.

CONCERNS – Salt/shoveling for winters is all set. Snow removal log to document times shoveled and who shoveled. Log is located on basement door for documenting this activity.

NEXT MEETING is January 2, 2018 and we will hold election of officers. Jack has agreed to remain as President, and Barb agrees that she is willing to accept position of Vice President.

ADJOURNMENT – Sally made motion to adjourn.

Respectfully submitted,
Patty Friend