

## Elma Public Library Board of Trustees Meeting

February 11, 2020

**Present:** Tom Carloni, Eileen Holden, Ellen McGreevy, Tom Pirrung, Sue Sudlik, Nathan Clinard (guest)

**Excused:** Terry Booth and Sue Czech

The Meeting was called to order at 6:36pm

**Minutes:** The December minutes were reviewed with no content changes

**Librarian's Report:** Tom C. reviewed in detail the statistics for December and January noting that there has been a drop in numbers for the conclusion of 2019, with a few exceptions, consistent with what is seen throughout the system for town libraries. It was recalled that Elma Library was closed for two weeks for necessary maintenance projects in 2019 which could account for a small portion. Attendance at multiple programs has been well attended. The Graham Cracker House remains a strong activity.

It was much the same for January 2020. It was further noted that the Census effort brought out 9 individuals across two sessions. Staff has augmented displays throughout the library to highlight interests and offer items for added appeal. The former adult coloring program has been expanded to include more crafts. The model train activity also remains an appealing program; BECPL Trustee Frank Hauch was in attendance and was very complimentary.

**Treasurer's Report:** Ellen McGreevy was commended by all present for coming to the meeting despite her recent spell of illness. Tom has verified that our library related accounts are FDIC insured for up to \$250K per account category, not as an aggregate of all accounts. The categories are "interest bearing" and "non-interest bearing". The treasurer's report was reviewed and accepted without modification or amendment.

Ellen suggested that the group strongly consider, in current and future recruitment, someone with a financial and accounting background. Ellen has previously served as a C.P.A. and her qualifications will not easily be replaced whenever she might leave the Board in the future. Eileen added that we need to return to a full Board soon and that hopefully Nate will be approved by the Town Board. Tom will check and see if Nate's appointment is on the next Town Board agenda.

### **SUB COMMITTEE REPORTS**

**ACT:** Tom P. attended the last ACT meeting on January 11<sup>th</sup> at the Orchard Park Library; this was the first ACT meeting to utilize the "GoToMeeting" program with ACT Meetings at three sites coordinated through Central. It was noted that the moderator at Orchard Park appeared well versed in the technical aspect of the program but that the actual coordination effort was sketchy with some conversations being marginally audible and most printed material being too small on the screen. It also lacked the usual give and take afforded by a face-to-face situation. Some of this may be due to the smaller screen size available at the site. However, this was a first time and bugs may get worked out. Tom P.'s assessment was that the meeting was unpleasant as compared to previous ACT Meetings which are enjoyable. One take-away was the presentation

by a panel of Library Directors who each presented different local leadership issues and challenges with their Board meetings.

**Friends:** It was noted that there are new members who have joined and a renewed enthusiasm which is most welcomed by both long-time Friends and staff. There is discussion on having a basket raffle during the next Art Show. There has been no discussion with regards to having a book sale.

**Buildings and Grounds:** Tom C. reported that the lighting conversion is nearly completed and only a few more fixtures remain with the project. Discussion followed on selecting a color pallet for when resources are available for the redecorating of the Community Room. Whether we would have a contrasting color for the trim was discussed but remains yet to be decided. It was felt that a consistent color but with tougher trim paint finish may be favorable. There are hues of neutral and gold in the large window shade which may be a great start. Trustee's collecting color chips were asked to get 3-4 so that there is a decent size surface to look at.

It remains uncertain as to who the Town will award a contract for landscape services. It was concluded after discussion that we should develop a list of needs throughout the coming season with a listing to include plants needing to be replaced as well as ideas for pots (may be high maintenance) etc. for application once a contractor has been selected.

**Publicity:** It was noted that the Elma Review has been running announcements for library activities. It was verified that the Penny Saver Publication has ceased to publish which leaves a void in the posting of local library events.

## **OLD BUSINESS**

The **FDIC** question has been addressed for now.

**Investment Policy Review:** It was noted that the FDIC concern has been adequately addressed. Getting back to the Investment Policy, Ellen will explore a "boiler plate" that we could utilize as a basis to tailor for our specific meaningful application. Tom C. will explore within the minutes, the circumstances when the initial policy was adopted.

**Accoutrements for Pre School Room:** Items helpful for the Children's Room were reviewed and all approved with also the addition of a laminating device. The devices are helpful for making signs or other durable paper goods.

**Elma Review:** We now have 16 more years of the Elma Review being sent to be bound.

## **NEW BUSINESS**

**Mandatory Trustee Education:** Ellen noted that we are anticipating Senator Gallivan to be present at the library on March 5<sup>th</sup>. This is an opportunity for Trustee's to advocate for libraries with our public officials and legislators. Ellen presented a letter to Elma trustee's that she plans to give to Senator Gallivan personally highlighting the newly added burden imposed by the State Education Department for the provision and verification/tracking of Trustee training. Ellen has maintained since its proposal that this is an unnecessary burden on localities with already strained resources. Upon review of the letter, Elma trustee's supported Ellen in her plan to present the letter and information to Senator Gallivan.

**Member Resignation:** Tom C. noted that Sue Czech has formally resigned from the Board due to recently expanding demands brought on by family health issues and employment. Those present expressed understanding and gratitude for Sue's contribution to the library during her time as a Trustee. Sue often brought a great perspective based upon her involvement as a young parent who participated in youth activities at the library as well as her involvement at the local school district. Sue would be most welcomed for any opening in the future and as time permits.

**BECPL Survey:** It was noted that all Elma trustees have completed the instructional needs survey either online or on paper as requested by BECPL.

**Program Updates:** Tom C. discussed upcoming programs including the Spring Butter Lamb Carving session that will be open to both youth and adults. Mike Randall is a presenter known to Elma who has offered some very entertaining and educational programs and who now presents on Mark Twain. The program is costly and therefore is best coordinated for a time of maximal exposure in late Spring or Fall so there is adequate time for some special publicity; funds are available. Another recent contact is Locust Street Art which is offering programs on art history and technique; given the success of the recent program on local artist Charles Burchfield, it was felt it may be a wonderful follow-up to have something Burchfield related in terms of history or style/technique.

**Staff Development Day** is set for May 20<sup>th</sup>. More details to follow.

The **Annual Report to the Community** of the Elma Library tri-fold leaflet was reviewed with no modifications. The pictures selected work very well.

The **Program Advertisement** in the Iroquois school play program was reviewed and looks great.

A proposal for **Community Room space heaters** that are "bladeless" and run quiet, produced by a manufacturer/ distributor named Lakso was passed around. These heaters are UL approved and offer safety features suitable for use in an environment that may include children. They are available through Home depot and elsewhere with a cost way below any larger heat project for the area. Ellen made a motion to purchase a heater at a cost less than \$130.00, second by Eileen, and passed by all present.

A motion made to **approve all previous minutes and reports** was made by Eileen, second by Sue with all in favor.

The next meeting will be March 10<sup>th</sup>.

The meeting adjourned at 8:20PM

Respectfully submitted,

*Tom Pirrung*