

Elma Public Library Board of Trustees Meeting
November 10, 2020

Present: Nate Clinard, Eileen Holden, Ellen McGreevy, Tom Pirrung, Kate Puehn, and Sue Sudlik

Guest: Kelly Helbling

Excused: Terry Booth and Tom Carloni

The meeting was called to order at 6:33 by Sue Sudlik.

Minutes: The minutes of the October meeting were reviewed with no changes suggested.

Librarian's Report: Kate presented the Librarian's Report for Tom Carloni who could not be present this evening. It was noted that we do not yet have Terry Booth's notice of resignation. The group voiced hope that all is going well with Terry's efforts. Kate Puehn and the group noted that circulation statistics are "amazing" considering the challenges and the news. We still age the returns for safety which lengthens the items time off-shelf. YTD stats are down substantially but well in-line with other contract libraries. Saturday circulation, a topic for discussion in the past, has averaged 100 items which is also in-line with our history and suggests the hours are not necessarily an issue but we will monitor. Program attendance is doing well in remote format. The pumpkin program, supported thanks to the Friends, was very well received and a source of pride for the kids while also providing a cheerful entrance for the library.

Treasurer's Report: Ellen McGreevy reported no significant issues or major bills due at this time. It was noted that we have two CD's coming due for disposition or renewal on or about November 13th. Neither are automatic roll-over accounts. Ellen will explore more fully just as due and will roll-over if appropriate and as we look forward. There are no expected or anticipated needs at this time that would be appropriate for use of the apportioned funds although we need to be mindful of potential future changes and budget concerns as the State and County deal with fiscal challenges. One CD is the Gift Fund and the other is the Heintz Fund, at approximately \$100K and \$50K respectively. Following brief discussion, Ellen was authorized by the group to Roll Over if appropriate by motion of Eileen Holden second by Nate Clinard with all Trustee's in favor.

SUB COMMITTEES:

ACT: Nothing new to report. Sue and Ellen reviewed the role of ACT for Kelly noting its benefit in providing helpful and interesting programs generally held at a library on a Saturday morning usually 4 times a year.

Friends: Eileen explained the role of the Friends of the Elma Library and their wonderful support over the years including Book Sales, the Root Beer Float fundraiser in the summertime, and various special events. Eileen and Kate noted that they may have a raffle during the coming holidays.

Building and Grounds: Kate indicated that the new lavatory faucet has worked out very well and saves much time now that handwashing is so much more frequent. In addition, the new toilet seats have been a nice asset in keeping things quiet and in decreasing handling. The Town has been in to check the floor grate situation and is exploring some form of concrete fill to seal the ducts off in a permanent fashion. Tom Carloni will follow-up with the town engineers. Ellen explained for our guest the role of the Town of Elma as owner of the library building. Entrance reflectors were mentioned as possibly being a benefit if placed at each side of the parking lot entrances. We must consider snow plowing in the placement. It was suggested that normal hardware store reflectors would work fine. It was also mentioned that the Town has utilized some amazingly brilliant white reflective posts in the past where replacing a culvert or doing roadwork. These may be good also if they are available.

Publicity: The Bee information has been updated. It was noted that there was some confusion over the hours for a while but that has been fixed. Several present suggested that we promote the library at the Imagination Station day-care center in Elma and also at the Methodist Church pre-school; it was noted there is a program at the St. John Lutheran church on Woodard Rd at Schultz Rd. Kate indicated that both have been contacted in the past but that as we return to more normalized hours, that it is likely time to re-connect.

Old Business:

It was noted that the boulders installed to replace some unsightly landscape items look great and are a good scale for the surroundings. It was discussed that we still should consider some smaller stones that have a "washed out" look. No invoice has been received as of yet. We will follow-up as appropriate. Also with regard to old business and building and grounds, no Fall "clean-up" has taken place as of yet.

New Business:

Kate presented as Tom had advised and we have all reviewed, the Elma Public Library Micro-cluster Plan. We are currently designated a "Yellow Zone" but increases in the statistics utilized could easily designate our community as an "Orange Zone" or even a "Red Zone" and we need to have a plan in place should that happen soon. The website "erie.gov" is a good resource for following the designations within the broader vicinity.

Also under New Business, a warm welcome was extended to Kelly Helbling. Kelly spoke of her past involvement with the library and how she also utilizes it as a resource within her Home-Schooling. Kelly has also assisted the library by providing well-presented sewing programs. Kelly was encouraged to consider joining the Board as her time and resources permit going forward, noting that we are currently in uncertain times that make planning somewhat more difficult.

As the meeting drew to conclusion, a motion was made by Nate Clinard to accept all reports, including endorsement of the above mentioned Plan, and was second by Ellen. There followed a motion to adjourn by Eileen, second by Nate, with the time noted as 7:18PM.

Our next scheduled meeting is currently set for January 12th at 6:30PM but it was mentioned that we could be available should concerns or conditions develop suggesting a meeting or a session to help.

Respectfully submitted,

Tom Pirrung