

## Board of Trustees Meeting 1/13/22 Transcript

So it is 4:03. Okay. Um approval and changes to the agenda, you know I have a bunch of additions were making um um but if we could add to new business um Well one of them is the zoom expense. We have to approve that. Um So that would be J. K. The meeting notice that we just got from the town that we have to notify the b and the news um uh L would be the conflict of interest forms that we usually signed the first month of the year. I was thinking about that. Yeah I forgot those two. For the for the friends. Well I think maybe with the board. Um Would it make sense to just you know on your own time at some point this, you know this month, go in and sign it. Um Yeah, I can't even, I can't even email them and if anyone wants to print and sign it and just you have the forms at the town clerk's office and we could just drop in or do we have to get them somehow? Well this is this is not the town clerk, this is our own library board conflict of interest policy. We have to know. Okay. Okay. But but what you're talking about to ken because Barb and I are supposed to go in and sign the oath of office and I've got apparently that has to happen for the youth board to I got to notice about the youth board but not the so anyway, so but can we drink if I happen to be down there at some point next week, can I just stop in and sign it? Sure. What I'll do is I'll have everything ready so that if you stop in um the staff can just grab it for you. Okay. That's probably that would be great. And what about what about the other ones? Do do I need to do that in town hall? Yes, that the oath of office, is that yeah. Yes, that's a good point too because I'll need that for the state report. I think both of you have to do it next month. Yes. Yeah. Right. Right. Okay. Um And the other thing, the the final one I have is um the director's performance evaluation, she conveniently forgot about that. I thought you just did that within the last six months or so. We did it last year. I mean we do it every January. It's been that long. Yeah, I mean it just rolls around so fast. So um so anyway, anything else care that we need to add to the agenda? No, I think you've got it. All okay. All right. Uh So with those changes, can I have a motion to accept the amended agenda? Can I say Okay, who's somebody? Okay. All in favor. Hi. Okay. The meeting minutes of December nine. Um Everybody had a chance to look at those barb. Does them so soon and then I read them and then I forget so, but I didn't have, I like to do them there soon so that she doesn't forget to do them. So can I have a motion to approve the meeting minutes of December 9? I'll make the motion 2nd favor high three of us. Um But four of us. Yeah, I'm okay. Okay. And Kara, your report. Okay. Thank you. Sue lots to report. Um as you may have heard in the news a few weeks ago, libraries did get kn 95 masks. Um It was announced at the county executive's press conference. Um He did say at the press conference. Libraries don't have them yet. Don't go there yet, but that's not what happened our phones were ringing off the hook people coming in which I thought great, we'll get some new people, they might get a library card, but none of that happened unfortunately. Um when we did get the masks, we only got 50 and they were gone in a matter of a couple hours and we didn't even notify anyone that they were here. It was and then for two weeks after it's just been non style um phone calls. So I do have it on the phone message that we don't have them and that is helping a little bit, but we were not given anything close to meeting the demand as I think the town experienced this past Tuesday with, were these the ones were these the packages of 10? Yes, it was 50 10 packs and we were instructed by the county to give away 1 10 pack per person, not break them up etcetera. Yeah. And of course every single person who came in needed more than one And they had reasons why. And we just have to explain, well there's 10 in here. They are reusable so you can share them with your other family members and friends. And it was honestly, it was a bit stressful for us. Any idea if you're going to get any more. I know it sounds like they're just going to be giving them to the towns from now. That's good. Yeah, it is. I think they're better equipped to to handle it especially um which I was also going to mention as part of my report. Um A lot of libraries are struggling right now with staffing. Some have got too close or shorten their hours. I learned that the act meeting this past Saturday, that system wide, 55 staff members are out right now in quarantine zone with COVID. I had a director meeting this week on zoom and several of the directors were zooming in from home because

they had Covid and the whole family has Covid, it's just everywhere. So I don't even want to say it out loud with Jason but we are doing okay as of today. But we're just being really careful to space the staff out, trying to maintain that distance between each other. Staff are wearing the kn 95 masks or double masking hi in windows. You know, everything we possibly can do to keep everyone safe here and Covid free at work. Uh huh. And just hope that it continues. But other libraries are are not doing that. Has anyone in your library had Covid? Thank God, you know, But to be honest, it's I feel like it's just a matter of time. Right the way the numbers are just unbelievable 19,000 this past week. But we're I'm doing everything I can to keep everyone safe at work and a good job. I can't control what we do outside of work but at work I will provide a safe familiar. Mhm. You know the positivity rate is about 23 or 24%. It wasn't it last year when they wouldn't let you open until I get below four or something last year. At this time we were doing curbside service. Yeah, but we didn't have the vaccine to the extent that none of us were vaccinated. Right, right by the way, um I just ordered Through Amazon, I got 50 of the K- 95 mask. It was 100 hours. So I'm not saying you should service the whole community, but if it comes to that, I got it like the next day. So I mean it's out there to get right. When did you get the black ones? Are the white ones? Black ones. Because the inside is white. No, but the outside is black. That's what I'm looking for. Okay. It's my understanding that the towns will be getting more from the county, from the state and the county and they'll be doing more giveaways. And when I talked to the person at the town, they told me to just keep checking their website, right? They only gave out two masks. Two not two packs, two masks. So if they had a If they if they have a 10 pack or whatever, they opened them up and just took out two. Moving on to more positive news and my my director report Um for the summer. As you know, we wrapped up all of our 200th anniversary Events including the party where we had 77 attendees. And I think everything went really well despite the high winds that evening. We also had our reading log challenge and announced the winners, the three winners and they each want to kindle paperweight and we were able to post the pictures of the winners on our Facebook page, we sold 42 of the commemorative ornaments And we compiled a list of 200 book recommendations that were solicited from our patrons. And that is linked on our website. And we have a printed list here in the library that people are taking. And we probably saw from my email that the library is now on Instagram and it's been going really well. We already have over 100 followers and it just keeps growing. So it's a great way for us to reach um more people with our library events and resources. Um Also in your packet, I did include um something I like to do every year, which is just a highlight, some highlights of the year. And it's always interesting for me to do this because I forget, you know, as the year goes on, I forget what what we've done and going back This year, especially so much has changed um from in 2021, as I mentioned, we began the year doing curbside service um and the building was closed but we reopened On Tuesday January 26 was when we reopened the building, when the numbers were starting to go down a little bit, but we were still doing virtual programs in January and we didn't start in person programming until May and that was just a very gradually start. Um so a lot of changes during this past year, Of course, the biggest thing was planning for that 200th anniversary and all the many events we did for that. And one of the biggest stories was us, our two teams coming in 1st and 2nd place for battle of the books, something we're very proud of and all of the new kids we created, whether it was the ones that john created um the gardening and birdwatching, the high team, Meagan STEM kits or my memory kits and then Meagan's literacy kits. So, you know, despite the pandemic, we still were able to accomplish a lot. We just have to pace ourselves. It wouldn't know that there was endemic based on what all the things that you did this year. Yeah, that's the thing, when I look back, I think, oh, we really, we really did a lot and yeah, it's hard to see it in a minute in the moment, but when you look back mhm. And then we also have some great publicity in the b in December, I included three different articles that were in the b About all about our 200th anniversary. And I'm looking towards the future and some great publicity. As far as our statistics, they are, Well, they look great. But the reason they look great is because uh comparing December 2021 To the previous one. We were last last December. We were, it

was also a curbside months. So the numbers were much lower. So that's why our numbers are so looks so high in the report. Mhm. Statistics are difficult to to get any information from really right now because we're so all over the place, way down, you know, And for for the year for new library cards, we have 249 Children get a new library card 256 adults got a new library card. And I also included our Sunday circulation for the fall. Um as we discussed at the friends meeting previously, the numbers are low. Um So I'll keep my eye on that to see if they if they start to improve. But so far Sundays have been a very quiet day for us. And lastly, I just want to thank all of you spend another challenging year and we couldn't have accomplished what we did without without all of your support and all the staff and myself really appreciate the support from this board of trustees. So thank you. You're very welcome. You make it easy. And yes, and the staff were very blessed to have such a nice working relationship with everybody at the library. Yeah. I like the cat. Pete the cat. He's the mascot now, I guess we'll have to bring him back soon. Yeah. He's not an employee. That's right. Alright. Not yet. Okay. Thank you very much, Kara. Very good busy report. Um Donna public comment. Uh We had our annual meeting um this afternoon and we did have one visitor which is kind of kind of neat and she did have a couple of comments and uh just came on board to listen to what we were doing. So that was kind of nice. Uh we're planning for our events this year. And we're also uh we've also talked about having some money in reserve for Sundays and we're going to be further discussing how much and where we put it and how it's going to be reported. So um I think that's about it. Okay. Um Okay. On to the finance financial information here, uh December report. Um Does anybody have any uh questions about the balances, the receipts, the deposits, any of that? I didn't want to show you these are the aprons, the king. Oh, aren't those 19? Oh cool. Are they black or blue? They're blue. We got them in black. They didn't, they were out of the navy blue and black just to make the logo kind of popped right. We have six of these to use for any of our future events. We can use them for chicken barbecues if we want? How many did we get? six page already likes wearing them when she was working at the desk. Do they have pockets? They do. Oh that's great costume. Well if there's no if there are no questions about the uh December financial report can I have a motion to accept it? I'll make the motion I'll let you in second. Okay thank you. And all in favor I. Okay the next is a discussion of the C. D. S. And Jan just checked out uh interest rates. Um So I don't know if we've got two of them maturing this month. I don't know what what direction you'd like to take with them. The interest is minimal but you're finding I mean it's possible the rates will go up but you know what they're going to go up very gradually. I just heard and you know it's not going to be any giant leap. So any suggestions? Well you know you made a good point about combining them. I mean we have so many because historically the money came in you know different times. But is there any practical reason why we me too. No not really. I and I I was suggesting it because I didn't know if perhaps the rate could be would be any better if we deposited had a greater deposit. Um You know and we have enough so that I mean I'm thinking ahead to costs that we might incur with the um uh redo of the of the staff room but we've got, you know we have plenty of plenty of money and they're they're coming due at various times during the course of the year. So you know, I don't think we'd have a problem if we did find these two. Right, You want to check on that gin and see if it would make a difference in the rate. I will. Okay then what should I do? Well right. Uh huh. The first what you're saying we don't we don't need this money for that project. No, I mean if you look at the rest of, you know the number of cds and we've got them do um all the way through the year, you know, so if we had to cash in any of them there's plenty of opportunity to do that when they expire. I was gonna say when they reach whatever their dates at the end of the month Don't we have some time to decide to roll it over? We have 10 days 10 days. So when the one comes due on the 24th We have that time to wait until the other one comes due on the 28th. And then how much how much are we talking about anyway? \$28,109 total. If you had them both together. Yeah I don't I don't think the breakpoints Usually it's like 1000 or 10,000 or 100,000 or something like that. Well we have enough we have enough in the in the other balance that we could round it to 30,000 if that made a difference. I mean I would I would suggest authorizing jam to get the

information and makes any difference. Do that? Do what? Combined combined transfer something from something else. You know if the breakpoint was 30,000 take it from somewhere else combine it. It doesn't make any difference. But where is this someplace else that I take it from? That? The bank on buffalo checking account is it's a 51,000. I mean we could take if we needed to round up to 30,000 to get a better interest rate. We could take money from that and okay and if it's not a better interest rate just take the money that's in the two C. D. S. And we knew them for another and combine them and make them one. Yeah we might as well. But if it makes a difference then go ahead and take the money out of the checking account and bump it up to 30,000. That makes sense. Yeah I don't have a problem with it. Although I once again I don't think 30 is going to be the breaking point but I don't know who knows I don't know either. Um Okay so I'll move that. We authorize Jan to check the interest rates. See if combining the two and we need to add more to round up to me. If it would make a difference in the interest rate and go ahead and Roll them into one. But excuse me. Either way I'm going to combine the two. Yes. Okay. Yes. Yeah. Okay. Okay. So can I have a second to that? Motion a second man. Okay. And all in favor. Hi I. Okay. Okay. All right. I gotta I gotta put somebody upstairs so she can't open the door down here. Okay. Alright um The next item is the petty cash increase Kara, what's the what we're at? What We're at \$51. Although I'm about to by some program supplies so it'll go down. Um so we're requesting 150 to replenish. Okay I'll move that. We Um replenish the Petty Cash Fund with \$150. No seconds Arab 2nd all in favour. Okay. Um I asked if john could put together the um the the final um on the anniversary expenses and um we did okay um and if you had a chance to look that over um What we spent, It was almost 5000 and we we authorized 6000 and ah We also took in 27 75 so the total spent, It was 38 62. Um which wasn't bad I don't think for the whole here and all the things that went on and the gala and there's still some beverages left Kara. Okay. If anybody wants to buy wine for whatever it is, \$19 a box. It's available. That's the only thing that would be added to this if we ah sold the rest of the beverages. Is that all that's left? Just some wine and if we don't have we all have to get together and drink it, that will be that will be the yeah that's what we'll have to do. It will be a tough job but somebody's gotta do it. How much one is left? Eight eight Any Beer? No, just eight boxes of wine. Okay. Alright well if anybody's having guests or a party you know remember that I don't know what else to tell you uh ken ken said that you know as long as we're not selling it outside of the group of the community that you know that we're okay. So we don't want to you know put an ad in the paper that the library, okay, expired doesn't have an expiration date. Those little boxes are pretty good. They because they're all sealed? Yeah if they're not open they should be fine. We'll have a party when the pandemic. So there we go. Isn't isn't that medication against the virus works for me? I heard that's one of the tests if you smell it means that you don't have Covid and then if you can taste it, you still don't have Covid then you're good. That's right. That's good. That's good. So does anybody have any questions about the the anniversary expenses or any of that Are we gonna keep selling the ornaments because we seem to have we have like 50 left. Yeah I mean we can sell those all year and maybe you know maybe um you know promote them a little more if they're still left at Christmas time next year because it's still it's still a valid you know I'm sure. Yeah. Okay. Okay. All right thank you. Thank John for putting all that. That was great. Great keeping track of us. Yes mm hmm. Okay. Um also in the packet is the budget vote for 2022. We were just waiting for the the final tally on our um interest rate on the CDs. Which came out to um what was it Was almost 2000. Yeah it was 1900 something. So we were pretty close. The only thing that we weren't close on. Um are the projected revenues or requests for donations. And we had in our budget 12,000. And actually in 2021 There was over \$23,000 in bequests and donations. But I think probably being on the conservative side of that is not a bad thing Because you just don't know uh I think we can usually count on the McDavid's stuff but you know beyond that. Uh yes that 10,000. Yeah. Right. Um So um you know we balanced the budget by putting some money and more money into the building improvement actually because we figured with the, with the uh staff room improvements that we've, you know, we can bump that up and then we have the accumulated reserves um out there for the world

to see. Um So does anybody have any questions or concerns about this budget? Anybody? No problems. Yeah. Do you have a question? Somebody I said no problem with it. Okay. Alright. So can I have a motion to accept the 2022 Local funds budget? I'll make the motion Jan 2nd, 2nd 2nd. Okay. All in favor. Alright, okay, good, good. Um old business, the building maintenance update the staff room renovations. Nothing is happening yet but care if you want to just explain where we are with. Sure. I I spoke to bob after our last meeting and he let me know that Michelle um who we wanted to walk through with just got a promotion in the town. And so he asked that I wait a little bit so that she can, you know, learn on the job and get adjusted. And so I will contact, you know, probably try next week or so see if she has any the whole time comments to walk through so we can figure out our first steps. Mm hmm. Okay. And after the last meeting, I did ask care if I could be included in whatever meetings there are or somebody from the board just so that we are kind of in the loop on each step as we progress along the way, so we can let people know about, about kids that are happening, okay, otherwise the building is sound and not leaking and the elevator work. Okay. I just put on here the 2\100 anniversary evaluation I think between the friends, friends meeting and here we've kind of, you know, agreed that it was a, a really good year and you know, the staff did a terrific job of all the other activities and the gala was great and you know, if anybody, anybody has anything else to add or any complaints feel free. I said in the other meeting, we'll do it again in 100 years. Yeah, there you go. I do have to tell you all how sweet ale was. He sat with gemini for most of the evening, except for the fact that he fell, I don't know if anybody saw that. Um and he made, he wanted to make very light of it. He didn't want to talk about it, But he was, he was very impressed and he seemed to be having a very good dinosaur. Just want to let you know that. And I did want to mention that my son John had suggested that we do a time capsule that we should have done that on the 200th anniversary. Well, it's under new business. It's under new business. Okay, yep, yep. Um Okay. Oh, and then, okay, so now we have election of officers, um uh we can't approve these already. Does anybody have any any concerns about this particular vote? Seeing as how my only concern is, is that all four of us that are in office are the only four representing the board today, I was just noticing that. So, you know, but we are we are a quorum a good selection of officers that yeah, there we go. Alright, well then I'm going to make the motion that we accept the slate as prevented and approve it. I'll second the motion. Okay. All four of us are in favor. Right. Yeah. Wouldn't it be something if one of us, was it Okay. All in favor. Right, okay. But thanks everybody. That's great. Um anything on the little libraries project, Kara No, I was hoping to ask bob, so I will I will follow up with him outside of the meeting. Okay. It was what the rotary club progresses and you know, I brought it up this morning and right now they're now they're gonna do, there's we're going to do ours and there'll be discussions so that are complementary? Not, you know, but not as of this minute, there's nothing more being done, you know? Okay. I think um I thought they were going to get to and then we were going to supply the books, is that still the plan? Okay. But as to where it'll be and actually putting it up, You're right, bob is the one sort of coordinating and we can't do anything now anyways, so mother and everything else. So this is in lieu of us doing our own. Well, no, you're, they're gonna do to then. I think the library wanted to do their own somewhere else. Oh, I thought it, I thought we decided that we were gonna just partner with the rotary club instead of doing our own. I was under the impression that you got all the books correct. But actually putting up, Let's say there's 4, 2 and two. Um, maybe I misunderstood. Are you talking about funding them? Okay, so the rotary is prepared to fund too. Yes. Okay. So if we wanted to do an additional two, we could do that. What do you think about that, Kara? Um, I guess I would have a few questions, but what we use the same model that they're using just for consistency, things like that. Um, will depend on locations chosen. This is what's got to be discussed. I know 11 place would be by the rotary park on central, across from scoops, another would be over near where the old library, you know, it's a church now. Yeah, I mean, and then anywhere else, you know, whoever has ideas we have to discuss, you know, but nothing, nothing has been actually decided as in those places, but those seem to be the most popular. Excuse me, Why would we do one by scoops when that's, in my opinion, so close

to the library because in the rotary wants to put it there because we have the park there. It's not it's not, it's across the street from schools. Mhm. That's the rotary park and that makes sense. That makes sense. Okay, so we can talk about the, yeah, I have a question, who would take care of these, these little libraries? I mean, who would make sure that there were the books were there and he would be doing that. So, that would be another. The question is, you know, for example, we would be stopping by to fill them up and to call for my, in theory, people put books in there too, you know, I don't know how that works, you know, to start with the two, this hasn't been decided. It's just the idea is being floated around and I mean, it's progressed from nothing to something, you know? But mm hmm. That would be nice if somebody from the rotary would be the liaison to go and check up and to see if there were any books that were needed, if they were, you know, if the little libraries were empty and could come to the library and get books instead of having staff do that. Because if they're, you know, all over like four corners of the town, that's a lot of it's a lot of work and a lot of driving around too. So maybe you could propose that to the to the to the to the rotary. And then it wouldn't be so bad if the library didn't fund to extras, it would be four then sponsored almost like sponsored by the rotary or that the rotary could take credit for and if they would upkeep it once again nothing is decided. Alright. Those were just the two places are the ones discussed and The four is an idea. Okay. Alright. It's still it's still a work in progress. So um Well I think if bob has a report next month we can because I think probably the next step is uh is the the the the library itself, the whatever it's going to look like um the structure. So you know, if the if the rotary decides on that um then for uniformity, the library could you know provide too as well, you know, and then work out the details about maintaining them, you know? But wait, but nothing's gonna happen until everybody agree. Right. Right. Right, okay. And and they're informed, you know. Right. Right, okay. Volunteer gifts. Kara. Yes, this is on the agenda because the board approved them last month and then after the meeting we went to buy them and the price increased. Um So I ran it by suit and we did go ahead and purchase them but I just need the board to approve The increase in price. So they worked \$12 each and they went up to \$14 each. So the total that we paid was \$84 for the six volunteer gifts, which they all lost? Good. Um So that was You bought, you bought how many of them? 6, 6 of them. So the total increase 12 hours was was \$12. Okay. They were \$12 each. And then, but then when we went to buy them, they increased to \$14 each, \$2 apiece. So it's a \$12 increase. Yes. Yes. Yes. So can I have a motion to Approved the increase of \$12 for the volunteer gifts? Make the most jen and barb. Okay. All in favor. All right. So under new business um Yeah, the time capsule that was john Yarborough's idea to um, uh, to uh think about putting in a time capsule and I don't know if that's something we want to bounce around a little bit figure out. Have maybe staff couldn't have some ideas about things to put into it or where to put it or whether to do it at all. Um But it seemed like it seemed like a timely idea. Um and I don't know When it would be opened another 50 years or when something's, you know, so that it would be 20, would be far enough back that anything put into it might be interesting, surprising. Well, of course one of the things we're gonna have to put in there is a mask enhanced sanitizer. Exactly. Exactly. So what does anybody, but I think, I'm sorry, go ahead. No, I just said, what does anybody think? Go ahead. Oh, well, what I think is I think it would be a good idea to find out from the staff what kind of things they think should be included. Maybe get a list together and go over it at the next meeting and see what we feel we should include in it. And then maybe it might be, it might be something that patrons could, um, participate in two, you know, if you were going to put something in a time capsule, you know, on the grounds of the library, what would you put in it? And it might be something you might get some interesting suggestions from, from patrons, You know, that's a great idea. I do have a question. I'm in favor of it, but you gotta figure out how you in your mind or you're looking to dig a hole and put something in the ground or wreck something above ground since we don't own the ground. You know, I, I, I I think some kind of structure In the building with a sign or something letting people know that this will be opened in 50 years? I don't know. That's yeah, that's an interesting proposal. Yeah. Yeah. Okay, well, shall we talk about it some more in another month? Just

ruminate a little bit and see if we can get some ideas. Yeah, that would be great. Okay. I'll put it on the agenda for next month and we'll see what we make any progress. Good idea. Okay. Okay. Thanks. John for us. Okay. You had in the packet the contract extension. It's not, we don't need to vote. It's just the annual, you know, fill in the gap between this time of year and when the, when the contract actually actually begins. Um, does anybody have any questions about that? Okay then we've got the personnel policies, resolution 2022-1 and changes to the sexual harassment policy. Yes. Which actually that policy is included in that contract extension packet. And I did look and the sexual harassment policy changes were very minor. It was changing the job title from human resources manager to human resources officer and then the address was updated. So they were very minor changes. Okay. Uh does anybody have any any discussion about any of the other for the, for the information you were given? Great. Can I have a motion to approve to approve the resolution? Yes, I will make that motion 2nd. Okay. Any other discussion. Okay. All in favor? Hi. Hi. No. In your packet also was a schedule of policy review the 2022. That's just just letting us know what we're going to be um um Approving over the next year. I think there were four that we're going to be looking at this year. And also we're the survey results, those were kind of interesting to read, especially people's comments. Um Karen noted that you know, it was a light, what was the number of participants in that era? 57? Most responses were online. We didn't have paper copies of the survey, but people seem to prefer the online format. Mhm. Um The question would be, and I'm sorry, how many people did you say participated? Karen 57 57. Um It's yeah, I I was too. Um so the question is, is there anything in the survey that we should be looking to work on to make any improvements to meet customers satisfaction? Um Did anything jump out at anybody? Two? I just wanted to comment. Um because this is something that I think about, you know, how is the best way for us to reach our patrons and get the word out and library Signage website and Facebook page for the top ones about how people find out about our events and services. Um The bee was quite low and that's something I've suspected. How I kind of improved here from this survey is we're not really reaching people through the being, but we are reaching people through Facebook and Instagram and I think that's a lot of people when they come in, they say, oh I saw it on Facebook all I just saw this on Facebook. Um So it gives me kind of a direction on burden, put our energies into promotional materials. Obviously we'll still send information to be, but I just don't see it reaching people the way that it used to. I think there are a lot of new people in town that just well newish that you know for whom the B. Is not a, you know a priority. So um I still wonder why I get it, but it's mostly because so I can see what they're printing about the library care. I did want to say in the comments made. I am. I cannot tell you how thrilled I am. There's so many people think so highly of you and the staff. There are a lot of positive comments. Yeah, that means a lot. Thank you. Mhm, yep. Okay. Um Anything else on the survey results? I mean, one of the reasons we did it was because we were looking at our goals for you know, the long range plan and I think that was done so thoroughly by care that we probably um don't need to add anything to it, not this time around anyway. Okay, okay. Um onto spending some money here uh care is suggesting that we create an annual budget for craft supplies rather than you know, every month or two coming uh to the board with some suggestions, you know, or items that Meagan in particular would be interested in getting for for her programs And she suggested \$2,000 for an annual budget for craft supplies. What do you think about that based on what we spent last year. Yes. Megan went through and kind of broke down how, how she spent money last year. Um What we would also include in this budget is the money from the Elks grant that Camille got for us specifically for craft supplies for the make and take kits. Um and we still have 892 left of that money That we could combine with. If you approve the \$2,000. Um that should that should be plenty for this year. I think that's a that's a good idea. It allows her to shop ahead and you know, kind of you know um you know maybe. Mhm. Spend uh you know hi more carefully. I don't know. She does a good job anyway. So this could also just as an aside we are going to start having the youth Bureau come again and I know Camille Road and that elk's brand to use that money towards the crafts that the Youth Bureau needs. Um and we just Mindy just emailed she's

requesting. I think it's something like \$212 so I can just pull it from this budget. Yeah. Yeah, we can get that. Yeah. Okay, so it's a good pool of money for all of that. Okay um I'll move that. We expend \$2,000 for craft and annual budget for craft supplies. I have a second. Alright ken all in favor. Hi. Okay. We need a frame for the lego wall. I will slow motion all in favor say, aye. Okay. The Children's literacy area. Do I have the right amount on here? Um No it is. You're just missing a number. It was 3 78 28. 3 78 28. That's a big difference. Sorry, I'll make the motion second all in favor. Bye bye. Okay, now here's the invoice for the friends. Um The friends has friends group voted to expand 40 to 41 79 For the 15 Sundays Uh in 2021, the Fall Sundays. And so there they're making the check out to the Lancaster Public library. We are going to turn around and write a check in the same amount to the Buffalo and Erie County public library system. So do we have to vote to authorize payment? Mhm. So I move that we uh authorized payment of \$4,241.79 to the Buffalo and Erie County Public Library system for Sunday hours. Second Jan any questions? Okay. All in favor. Bye bye. Okay. Uh J is the zoom expense which is what 1999 Kara for the month? Um It is 14 99 because Yeah. Yeah, I'll spare you the whole story. Um but I'm asking that you approved the monthly fee of 1499 just because we don't know how long we'll have zoom for again. Mostly not too long. Well it's supposed to inspire this weekend. I mean have you heard anything? Oh yes. Well I haven't heard anything definitive but I did get an email that it is likely to be extended for the open meetings law. I'll let you know as soon as I. You're definitively okay. I can't I can't imagine that with the covid numbers. What they are. They wouldn't be all kinds of groups are going back to back to zoom. Yeah. Sure. Yeah. I can see this may be lasting for a couple of months. Hopefully not too long. Yeah. Okay. I'm I make a motion that we approved 1499 a month or zoom costs until further notice? Second. Yeah. And circling all in favor. Bye bye. Alright. Kay. Is the meeting notice? Um I cannot remember does the secretary do that notifying the B. And the Buffalo news of our um formally of our um meetings that are open to the public. It always would be just, you would notify, you would notify the town clerk and they would notify the press now. They're not doing that right. The town clerk is telling us that we need to do that right. Yeah. Yeah. So um I don't care. I mean I'll do it if you want right then anybody. So who has to be notified? The town clerk. No no no no no just the Buffalo news and the and the Lancaster B. That our that our meetings are held every month on Thursday. And you know, that's the second. Do they just need to be notified once? Like if I sent them both A letter at the beginning of the year, they had four, the year of 2022. Our meetings are held at on this day of the month at this. Um I'm sorry. Can you hang on one second. Thank you. Okay. I'll have somebody there. Mm hmm. I'm terribly sorry. My grandson went to work not feeling well. Gasses, covid test and they're making a mark around six. So now they came over and told them, oh, you look horrible. You should go home much. I'm so, I'm so sorry, but I had to grab that because I knew if he was calling it was important. Okay. So I'm sorry. I was sending letters to the Lancaster B and the Buffalo news regarding meeting times. Mhm. Do I need something with this Lancaster library? Mm. Yeah, letterhead. Yeah, I can send that to you. Okay. But there are, you know what if I'm going to stop next week to sign what I need to sign? But what am I signing? I know I got it here somewhere if you don't mind. Okay, I'll sort it out. Wasn't there a model? Diane Diane Terranova sent a memo? And how she does it? So that might be good to you, John forwarded it to us. Right. Right. And then it's got the address of the Buffalo News and the b and what they really need to know. Okay. Okay. And I will I will take care of getting that out then. Thank you. The conflict of interest. We've talked about needing to go into the library and sign that at some point during the month. Okay. Um The director's performance evaluation, this is always a toughie. Um Here it makes it very easy. I'm willing to work on it as somebody we're interested in helping. I'll help you. Not bad not bad wants to do it. Fine. Well we can all do it. It's going to take 56 minutes because we all see how wonderful Kara is and then we leave, the hardest part is finding the vocabulary to say nice and great job. Right. Do it as part of our next meeting. Um Just a after come early. Yeah we could do them. Um Yes that would be February. Right. Mhm. Yeah. Okay. Uh Yeah maybe maybe I can send a form around for people to do ahead of time. Something like that so that we don't have to spend a whole lot of time over



every item. Would that work? Yeah sure. All right. I'll do that. Do I believe the next meeting February 10th. Mhm. Okay. And then should I work on my part or wait until no you go ahead. Yeah you go ahead and work on your test too. Okay and then we'll get them together at some point. Okay. So so all of us can are jeremy, So we just want to come come next month early, like 3:00. Um Yeah, well we'll we'll be here at the end of the friends meeting three o'clock. We'll just say that our with uh Yeah. Okay. All right. For some reason if for some reason we're still doing zoom next month, we could do this conversation through zoom. Uh We well, we could but Kara would be hosting um um What I could do is I could set up a zoom for you and then just leave the room. Yeah. Or we could or we could meet in the library. I mean, you know, we could libraries open. I mean, you know, I don't have a problem going. Yeah. Yeah. Right. Okay. I mean if we're doing zoom at two o'clock and doing zoom at four o'clock, could we just continue like to do this on zoom? Okay. Alright. 3:00 on 10 February. Okay. Okay. I'll and I'll get I'll get the forms out to everybody. Okay. All right. The only other thing that I also thought of was that we did have an act we did have an act meeting on Saturday morning, last Saturday morning. Um And I was looking around for my for my notes um Uh surprising there were there were I don't know, 70 or did you say 70 or 80 people on their yeah, they were they were who went from Lancaster, pardon? I did. I did. I think it was the three of us. I had a question when they said that we need trust the education, we have to have two hours of trustee education. Mhm. Is an act meeting considered part of the education? Yes. Okay. Until 20 until next year. 2020, you know that in the future would count. Right, right. Yeah. We didn't learn about the director soon. Yeah. The system director that they have eight or 9 candidates that I believe they're interviewing this week over Zoom. They're not releasing the names yet and they will, they will narrow it down to hopefully three and bring them here next month. Mhm. That's when we'll obviously learn who they are and be more involved in the interview process. Yeah. Are they outside candidates? We don't know anything. No, not yet. Yeah, but I think, I think so. It will not be Janine could not be less interested and hopefully it won't be carol we want you here And Maureen McGlockton, one of the administrators down there. Her last day of work is tomorrow. So that that administration is Yeah, a lot of holes getting smaller and smaller and smaller. Yeah, Yeah, Yeah. I was just thinking, I mean, ken stone talks a little bit more about construction grants. I mean that was um and uh and then there was a discussion at the end bob Adler um uh I can't even remember what it was about. Trying to remember. It was about uh, basically local history and libraries collecting local history. I don't know if he's aware because I know he's a trustee, the Concord library, but it's pretty commonplace for libraries to have a local history collection. Yeah, I think we did an outstanding job explaining our history of Lancaster. Oh, I was glad to have the opportunity to do that, you know, because it's such a nice job explaining it to everybody. And we also talked about pegs. Now, Jack and I are working on the on the contract itself and trying to make it more understandable. And the first step I put together that I reorganized, just organized the contract with headings and subheadings. And that's, I think the first step to try to get that too, the trustees and have each library vote on that format. And then there are a couple more steps that we're going to take to make the language more um more understandable and, and do some reorganizing of the pieces. Nothing will be changed in substance. It's just making it more more user friendly. You know, you got it away from the lawyers. Well, well, you know, that's going to be a big step because we have to we have to talk to the system lawyer too, you know, make any progress on this. But but we were just we were we were very close to getting this started before the pandemic and then everything came to a screeching halt and then um uh now we've decided to wait until there's a new director and you know, put it in front of that person and you know, um um get get by and at that level and and move on from there. But anyway, otherwise um yeah, that was the act meeting. Okay. Do you have a date for the next meeting? No. Um they're I don't think they've published one yet, no. Okay. Mhm. Well, it probably would be, it'll probably be March just because we've always had a workshop in March and you know, I doubt that that would be um in person by then. I can't imagine that it would be so might be another zoom thing. I don't know. So anything else for the good of the order, anybody,

anybody? No. Okay. So can I ask for a motion to adjourn? I'll make a motion Jan Okay. One second. Okay, ken all in favor. High High. Okay. Goodnight everyone. And Goodnight. Goodnight. Yes, we were we were pretty lucky to see Hamilton's, weren't we? Were you know, I thought that we were so lucky. Yeah, because I think of all the people that tickets were so disappointed. I know. I know"

## Board of Trustees Meeting 2/10/22 Transcript

Kara, Yeah, okay, so no Gary no Kristyn right now. Got it. All right, So we can call the meeting to order? I've got 404 pm. Okay. Okay. I know there are a couple of additions to the the agenda. Kara ah yes um I guess n would be masks. Okay. Okay, is that it? Yep, yep, yep. Okay. Alright, anybody else have anything to add to the agenda? If not, can I have a moved a motion to approve the agenda as amended? So prue move, ken. Alright, 12th second chance. Okay, all in favor I 1234 of us. Okay Um the minutes from January 13 um anybody have anything to correct or add to that? If not, can I have a motion to accept the minutes from January 13th. I will move can I have a second a second Jan All in favor. All right. I'm sorry who made them, Who made the motion? I did. Okay thank you. All right. Uh Kara. Okay. Thank you. Well, we are starting to return to some sort of normal here at the library. We have the youth bureau returning this month to do their monthly craft program for kids. And the grant that Camille got us through the Elk's foundation funds, the craft supplies for those programs. We also have the best for our teacher at Como Park returning to do her family literacy programs. Great news. I'm so glad to hear about that. Yes. So she's returning this month as well. Um, in January we had Donna Baia returned. She is our kidding around yoga teacher. And this month we have Melissa Sacco returning She she used to be, gosh, what was it? I can't remember the old name but her new name is sprouts music with mar yes, that's a thing. Um, so she does sort of a singing and dancing program with real little ones. So she is back. And then in addition to all of that we continue to hand out lots of craft free craft kits which are very popular. The stomach it in January was create create your own fake snow. And we handed out 58 of those, wow. I also held a program in January on how to make your own body scrub and bath salts. And we had 11 adults come to that. We continue our lego club, read to a dog, our story times, our young adult book club that is run by our part time librarian Michael and then the next one is actually the same name And we have our winter reading log going on right now through March 19th. I'll show you what probably get look backwards, but you can kind of see a color and intermittent for each book read. and once they do 10 mittens, they hand this in and are entered to win a prize. And then they're also encouraged to color the mitten on this side and then we're displaying them at our front desk. So we've got lots of nice mittens that are front class right now. And if you look at our statistics for the month, you'll see that they are up up up and that is, I'd like to take all the credit for that. But the reason is that we were doing curbside For most of January 2021. So that's why we have such large increases for this month compared to last year. Also we had a few, I had a few meetings this month that I wanted to point out, I'll talk about it more later. But I did meet with Mayor Lynn Rueda to talk about some future collaborations. Um, Sue and I and Josh met with Michelle and Carbon from the town to look at the staff break room and talk about the renovation and I continue to have monthly meetings with Megan and Jon to plan our goals for the year and that is my report. Very good. Thank you. Lots of good news. Um, public comment Donna, the friends had a meeting today and we're continuing with our plans for this year. Um, our next fun activity is going to be handing out bags for the Children's gardens and it'll contain seeds parts, the kids plant the seeds in one, in both parts, they keep one for themselves and they will be returning it to the one to the library to be planted on May 21st. Uh, they're out a little bit earlier this year. Last year we gave out 80 so we're making a tea bags and Vicki and Trish are in charge and they're doing a super job. They're all excited about getting these bags out and Cara's excited because all she has to do is hand out the bags and doesn't have to worry about organizing everything, which is really nice. And then we can put their Children's garden, we can enter the Children's garden again into the Lancaster garden walk, which we, that's what our plan is and it'll be the second year. So hopefully, you know, we'll have some more plants last year. We started out a little late and I don't think the seeds germinated as well. And um, and I bought the seeds and I'm not a gardener. So I have no idea and I just bought seeds that were available. So this time we have two gardeners or two experienced gardeners who hopefully will be able to establish the garden for us. And I'm really excited about that. Um We are

also planning a book sale and mini book sale very similar to the one we had in the fall on april 2nd and third. And um it will be held in the community room and then a couple of tables out near the fireplace but we're not taking over the entire library. And this um spring um mini ebook sales will be sponsored by the friends. And there's one plan for the fall that will be sponsored by the Women's Civic Club. And again, the women's Civic club enjoyed the baked goods that we provided for them to sell. They made over \$400 and they were thrilled beyond belief. So I think we're gonna be doing the same thing again and making the cookies by going to restaurant depot and putting them on a tray and then putting flour on our faces. So it looks as though we toiled all day long is wonderful And the women enjoy, they really were appreciative of what we did. We are planning to chicken barbecues this year instead of 31 will be May 22nd and the second one will be on sunday july 17th and these are hopefully coinciding with activities that will be held in the village. The one in May hopefully will coincide with the village wide uh grab sale. I'm going to verify that at the end of the month. They said they should have all their activities planned by the end of the month and then the garden walk. If it's the same weekend as it always has been, we're going to be holding the chicken barbecue on the 17th of july again. Hopefully the aroma of the chicken's cooking outside will bring people to our yard and, and by the chickens, the chicken has gone up in price. So we're increasing our price by a dollar. So it'll be instead of \$12 a dinner. It'll be \$13 and we don't believe we're pricing ourselves out of the market because, um, if, if it's indicative that we are being increased in our chicken and our original chicken price, I'm sure every other organization also is going to be taking a hit. Uh huh. The next meeting. Excuse me in March will be a busy one for us. We're going to be sending out our renewal letters to the friends. We'll be putting in a flyer for the book sale for the chicken barbecues and our friends renewal letter and bob. I have you on the list. So this time you'll be getting your friends renewal letter. Okay. Okay. Okay. Yeah. Okay. Thanks Donna. And the only one I don't have really is I don't have Christie's address. So if I have Christie's address, we can put her on the list and she will also receive my friends renewal letter because I'm sure she'll want to join. Yeah. We have that in the office. Yeah. Okay. I'll make a note to some that to you. Okay. Thanks. So we'll be sending out approximately a little fewer than 90 renewal letters. And and this year again for the book sale there will be no special if you're if you're a friend's member. So um hopefully will appeal to the goodness of people's hearts to to renew their membership because they're really not going to get you know, a perk for it other than knowing that they've helped the library fund, Sundays and programs. Mhm. Okay. Thank you. Donna anybody have any questions? Okay. Um Okay. Moving on to the financial report. Um The january report you saw? Um We are I don't know if anybody has any questions about the deposits and disbursements. Um But if not we'll look at the at the C. D. S. Jan. You took care of two of them combined them? I did for a total of \$28,152.7. Okay. Can you say that amount? One more time? 28,000 152. Okay. 11 cents. Seven 11 07. Okay. Got it. That's not what's on the. Oh yeah. Yeah it is. Never never mind. Um Okay. And the next the next one we have do is next month Um March 22. And you know, we'll have a meeting before that. But and you'll just investigate the the rates jan for that And we wanted to mention that one is due March 22 and the next one is due April six. Do we have any desire to combine those two? We could. I wish there were an advantage to doing it. Um Great life. But um can I ask a question? I I think the increase in interest as minimal as it may be Is if it's a substantial amount, maybe 50,000 or something, I'm not sure what the exact amount is. So we're still doing it in the twenties or thirties, it may not make any difference then the issue is, do you want to keep it These amounts in the 20s for liquidity or something? In other words at the time it expires we might have a need for that amount. I don't I assumed I was thinking when this was created right, having having cash available on a regular basis, if you, you know, if you needed it. Well excuse me and Buffalo told me that there was no increase in interest no matter how much you invested with a while ago, they always used to advertise the differences. Now maybe it's obviously changed. I I don't know. So we might as well keep it the way it is. I mean, other than another record keeping problems. Mhm. Yeah. Okay. Alright. Yeah Jan if you want to just you know, work on the one from March and and uh um you know, be ready to let us know. Uh, I

mean, we're not, it's not like we're shopping around, um, because that's not really advantageous either. But okay. I'm so real quick. Can I have a motion to accept the January financial report? Yes. Yes. Thank you. Would someone like to move move to accept the report all second all in favor. Okay. Um, the payroll report, Did everybody get a copy of of that from downtown? Um, Kara, do you, I don't know if you wanted to speak to that? Um, sure. We have the, we have the payroll report and then I also included the system paid budget analysis which just came yesterday. Um, that one gives the bigger picture because it includes the salaries as well as what we paid for gas and electricity retirement. Um, so as of the end of 2021, We have \$41,000 left in our budget from downtown. But the reason for that is I'm sure you all remember is that it's mainly the part time staffing that we didn't have for the first half of the year. So that's why we, he doesn't spend at all. Mm hmm. Mm hmm. And Carol was reminding me that when that happened the year before. Um, hence stone kind of turned that around into the furnishings furnishings grant that he gave the libraries, but we don't know if that's gonna happen again. Um, it could, because that's a, you know, that's a substantial amount that um we saved in the year. So I was doing air quotes on that barbecue. Shouldn't see that. I'm saved. Okay. All right. Okay. Any questions on either one of those documents and then Yeah. Okay. Alright. Um Kara also put in the projected program budget for 2022. Um You want to take a look at that uh if you want to speak to that care of the Sure. I didn't want to mention item d the return to system report. Oh, that's okay. We did not receive it in time for this meeting. We were scheduled to receive it last Friday, but I think they must be backed up downtown. So I should have it by the March meeting and that would be our fine and print revenue return Central life. It always amazes me how much that, how much that turns out to be at the end of the year. It's just it's a lot lower now though, since there are no hold views. Well, that's true too. Yeah. That will cut into it. Right. Right. Okay. We're programmed projections. I just wanted to show you this to show you how we're spending the program budget that the board approved for us as well as some of the elks money and some central money. Um My plan is to bring this before you quarterly. Just so you can see how we're spending that money. Um So, so far this just goes through March, but the list will be longer next time you see it continue to point out. Okay. And um why is uh why is Kim's already time? Not in. Yes, good question. Um So everything in blue is coming out of the elks money and then the already time is coming out of the board money. That's how I keep talking about. Thanks. Okay. Any questions about that? Alright. We've got um act dues to vote on. Um I would move that. We Um expend \$20 for a 2022 dues to the act organization. Okay, well, second. Arab 2nd. All in favour. Good, good. All right. Under old business, the staff staff room renovations, there's been a little action on that care if you want to. Uh You mentioned that we met with the town and um Michelle and Carmen were really very enthusiastic about doing this project or about us doing, you know, and giving us giving us the guidance um you know, to proceed with it. So um you want to address that? Sure. So we did meet with them. Michelle's suggestion was to contact Greg from MGR which we did so that he could come and take a look and give us some some specs and we're just waiting for those right now, but he did come and take a look at both the break room and the restroom and that little entryway um something I had forgotten, but Greg remembered is that we didn't have leftover tile from the restrooms that he did out front. Um So we can actually we have enough to use that in redoing the staff restroom. So that would be nice. We do plan to move the refrigerator. If you've been in the break room you'll know that it's sort of in a corner and it's it's a standard size refrigerator. Um But we're going to move it um where the sink is like closer over that way. And Greg mentioned that it will have to be a smaller size, more of like a size that you would get for an RV. But I did look at Josh showed me an example of one and I think it will be fine because honestly the fridge we have now I think is two big unless we have another um anniversary celebration coming up most days, it's you know a quarter of it is used. So a smaller one will be absolutely fine. And that area, that area that's kind of used for storage, that shelving. Um when new cabinetry is put in there uh that will provide space that we don't have now in that sink area for um for things to be stored right? Yeah. Mhm. It should be a clean looking place by the time they get finished

with it. Yeah no more 1970s. No they'll do they'll do a drop ceiling. So the lighting lighting will be definitely improved. Um Eight why are they doing a drop ceiling. Well, this, the ceiling right now is, uh, is those, you know, acoustical tiles, they look like acoustical tiles, you know, and um, so they'll, they'll replace it with, with just a ceiling that's dropped like the foyer, like they did in the foyer and it will just have a nicer, nicer look. And I assume somebody checked those for asbestos. Well, they were they already did that in the, when they were doing the foyer. Whether they, they will do it again. I don't know. But it is, it's exactly, it's exactly the same as it was in the employer previously. Mm hmm. What was it in the foyer? Wasn't asbestos or No, No, it, it was a negative test. Okay. Yeah. So it sounds, I don't know what the next move is. Um, where are we with that Kara? We are waiting for Greg to show us the specs. Um, he was asked to break it up into sections and then, um, I'm assuming we'll have to go out to bed. Yeah. Okay. All right. Moving along. That's good. Um, how about the little libraries project Bob or Kara. Do either of you have something to report on that? We we talked about it, ken. And I at the rotary club meeting that was held this morning and it's going to be the springtime for the three that the rotary club was going to be involved in. Um, and then the rest of the ones, I guess they're going to be done by the library. Um, so we're looking for the springtime and uh, I think we had ken, what were the locations again, kenya, are you on mute? Yeah, my dog started to bark. That's why I went okay. Yeah. The one would be at the rotary park which is on central across from school and I think the second one, we're talking about where the old library was. There's a church there now in Colombia. One of our members is the pastor there and he's gonna, I believe they owned land. So he, you know, he's all gung ho, so he's going to talk to them. Just make sure there's no problem. I don't know if we have a third. Uh, I think the library was looking at three and the rotor was looking at two if I remember correctly, but Oh yeah. And the only, no, you go ahead then. The only other thing was somebody questioned about putting stickers or I. D. Or something on these things and I think maybe we discussed this earlier, all five would have something from rotary in the library. Mhm. Yeah, I think that makes sense. Yeah, I thought the last time we talked about this, I think two months ago, I thought that we were just doing too, um, that the rotary was going to purchase them and we were going to be in charge of supplying the books. That's what I recall also, I I'm sorry, I may have misspoke when I said three. Um and then the other ones, I wasn't aware of that the library was going to do themselves. Is that true or not? True? Not not since we last both. Okay. I just spoke to him too. Because I I thought there was like four or 5 in total. And and the rotary was doing a couple in the library was doing a couple. But you know, if you recollect, you know, your recollection must be better than mine. I'm not questioning it. I think initially can we had we had discussed that. Um But then maybe I think the discussion went that if the rotary purchased the things in the library supplied the books and we worked together as a team and then it's down the road, another one was needed. We could look into that. Alright. And that's fine. That's fine. That's fine. I just I thought that the library was going to do a couple also, but I must have been, you know um mistaken. I mean my my preference would be to start with to just to see how much work it is supplying them. And then if, you know, we can definitely explore purchasing more for the library purchasing some. Yeah, I was just thinking that, you know, if the rotary decides on a whatever the whatever the style of the the structure itself is going to be that if the library uh if the library does the same thing, you know, and they're in their uniform. Yeah, I think we looked at the ones that kind of look like uh box, newspaper, box type thing, Those acceptable. Mhm. How did you get those? Um where would you order that from bob or is there a are you constructing them yourselves or? Oh no, you get them online. It's all there for you. Get everything online. Yeah. Okay. I could make stuff but it's easier to buy. I didn't think that would be a fun team project to make them yourself. Now we're going to be too busy painting your burns. So we want I didn't I didn't hear I didn't hear that. Okay. Um The time capsule project boy, you've got a lot of neat ideas here. Huh? Or um uh I don't know if we're going to bury it or what the right the idea would be. Oh, sorry, sorry. Um So what do you think the next, the next step should be with this? Um Well, we have to decide. Um I don't know a lot about time Cat, what kind of container we want to use. I don't know, john

did your son have suggestions or? He didn't, but I'm sure I asked him he could look into it for us. Okay, that's a good idea. It was his. Yeah. So let him follow up, do we want to trim this list down? I don't know that all of this stuff will fit in there. I do. However, think, you know, I don't know that we need hand sanitizer, but max would be a cool idea to put in there, put a mask in and, but I think it should for the most part the library related as opposed to a grocery receipt or you know, right. I agree. Yeah. And in fact, Michael are part time library and he has a background in archives and he was concerned about putting hand sanitizer in there because liquids can get unstable over time. I think that point was, you know, recollection of the times we're in, which there's other things to do it, you know? Right, Okay. Well jan see what john thinks about what kind of a capsule this should be. Okay. I will. Can you guys see that on the computer screen? That's different types of capsules that they have for time capsules. Okay. So there's all different types and then we'd have to figure out what, what, how to, what to do with it. Like somebody, did you say care of something about not burying it, but making some kind of a structure for it. That I wasn't the one you mentioned that, but I think if we were going to bury it, we'd obviously have to work with the town because it's their property and gas line. I thought we had discussed putting it in a display cabinet. I like that idea inside the library. Yeah. So it doesn't get forgetting which I love. I love your valentine's. Oh yes, that is Megan's creation. Excuse me. Um um um um um I can certainly whittle down the list to what I think are the Well that's that would be good. That would could be corrupted. Absolutely. Yeah. Did we decide how many years we're gonna wait? I think we said 50. That's what I thought we said. I think 50 is a good number that way. I'll be 97 when they open it. Well, you can be the one to open. It will definitely be alive. Yeah. Absolute. What are you talking about, Ken We'll all be here. Okay. I like that idea too of displaying it in the library that that you know, where is another where and in what is another conversation. Okay, so we've got a little bit of movement there. Okay. Um uh those of you who are, who are on the board should have gotten a collection of pages of um Sarah's evaluation. Um Did everybody get pages one through 5 and Karen, I will get you a copy with the signatures on it. Um is fine. All right, Okay. Uh huh Jan and Kennedy worked on it. Um uh I'm trying to remember if we vote on this and let's vote for approval. I don't know, but I do have one correction On page four. Under objective number four. It says the 20th anniversary. Oh, I should say 200. Okay. That's easy enough to amend. Okay. Alright, anybody have anything else? It was a very easy thing to do. It always is the easiest job of the trustees every year with Kara. Part is coming up with enough words to express how grateful we are for all you. Do you know, I feel the same way about all of you. So thank you. If I can also add the problem with this process, there's not enough room on it document to put everything down. And I think we like to say, I think that's a good way of summing it up, not having seen it. Can I assume she got re upped for another year? Yeah. Go ahead and assume. Okay. All right. Sounds good. You can be re up for the next, you know, the rest of her career is fine. Yeah. Okay. So, can I have a motion to approve the evaluation of the director? 3rd 2nd, Jan Jan. Why? Okay. Great. Okay. Um, and thank you Kara again, Honestly, thank thank you. I know I said this to Sue and ken in our meeting, but um, this really truly is a very supportive and involved board and, you know, with bob from the town and Donna from the friends. So, it's a real pleasure to work with all of you and I know we're all enthusiastic about the library. So it makes it a fun job. Yeah. Well, you're doing a great job. Um And finally, under old business there's a, the cost increase of the lego frame. Um Yeah, it went up. You want to address that, Kara? Sure. It between the time that I brought the price to you last month and I think it was the very next day when we went to order it, The price went up \$21.90. So I had contacted Sue and she said, go ahead and order it. But I just need formal approval of the price increase. I move that we approve the price increase all in favor. Okay, great. Okay. Under new business, uh at the Galvin and and Wallace meetings um I totally forgot about the Wallace meeting on Tuesday, but if you want to summarize Kara Sure, so I was there, Megan was there, ken and Gary were also there. So we have very good representation from our library. Um Assembly member Wallace covers Cheektowaga and Lancaster and I was kind of surprised there was not one representative from the two Cheektowaga libraries whereas we had four. So I was, I was very proud

that we had such a good representation. Was there a director there? No. Oh, okay. The other three people were from the organization to put this on right. Yes, many large western New York library resources Council. Um so these meetings happen annually and it's just a reminder to the New York state budget makers that, you know, keep libraries in mind, support us, support the construction fund as you know, we've taken advantage of it with the parking lots and restrooms. The governor is proposing a \$20 million dollar cuts to that this year. So we're trying to encourage the assembly member and senator to put that money back in the budget and just encouraging them to keep supporting libraries. Yes, she does. Did you look at the new redistricting that they're doing for the state of new York and does anybody know one that takes effect? Because I'm not sure. I mean, it's almost like the 59th history, but Galvin gets dissolved into 61 seems to be covering our areas, so I'm not sure how that works. And I was I don't know what the plan is, but it would be effective for this year's election. Okay. That's assuming it's assuming a court doesn't stop it. Okay. Yeah. Because I'm not even sure he's gonna, if that goes through 59 tends to move over to the east And then they would have to be something done for 61 to uh cover us. That would be effective to January one anyway. I mean, okay. Yeah, in 2022, he's still here. She's still here. I mean nothing. Yeah. And anyway, the new district for Monica would cover the library because it ends her district would end at the village line. Exactly, yeah. Still cover the library. Library. Yes. And I think I made a point to thank her for coming to recognize our battle of the books team winners because I know Barb you had told me your grandson was really touched by that and I had some other parents and we shared that picture with everybody. We could think of him with Monica Wallace. And he told everybody about the nice lady that came that used to go to that library. Yeah. I heard from several parents that it really meant a lot to their Children to get that kind of recognition. So I might get I made a point to thank her for that. That's good. And the Gallivan meeting is um canceled hot off the press. Really? Yes. But there will be uh Nyla the new york library association um their advocacy day is Wednesday March 2nd. And there will be a meeting with him that day. I believe it's 10 30. I'll email you the information when it's finalized and she's on two at two o'clock. Right. Right, Okay. When was that supposed to be the the Gallivan thing was supposed to be tomorrow at 11 and uh or something. I just did I after the friends meeting ended, I checked my email and it was in there saying that it was canceled. So I just I just sent it. Okay. All right. Um the telecommuting policy which is not a library policy but a personnel policy you had in your packets and we're going to we're going to just approve that because it's been adapted for our library. Okay. Yes. It's in the personnel policy and the annual, so it does apply to us. But then when I looked closely at it, it says it just applies to the personnel at central and city. Um, so we were advised to basically just and certainly caster library and here. Well, it makes sense. Um, anybody have any questions about that? Okay. Do we need, excuse me. We need a vote to approve that. Alright. Second tela que not telecommunication. Okay. In a second. I will second all in favor. Okay. And then there's beautiful promotional brochure that Kara put together. It's really, it's really lovely. It's so colorful and uh, you know, the information is so uh, easy too easy to read. It's good. Yes. My my goal with this is really, you know, to get this out into the community for people who haven't visited us visited our location or it's been a while since they've come to see us. And if you don't know about all the changes and you know, use it as an outreach tool as well. But I didn't want it to be too wordy. I wanted it to be nice and succinct and just hit but I think are the important points. But you know, please let me know if you have any suggestions. Where will we be distributing these. Well, what I was thinking is I would like to get them in the schools in the town hall. Hopefully the village Municipal building, the Youth Bureau, the Senior center real estate offices and some of the local businesses in the area. Sounds good. Can anybody think of any other places that, uh, you should be putting them? Do you think of any let us know? Let Karen know. Okay. Banks. Yeah, it's really great. It's really owe the Banks. Yeah, that's a good one. Oh, yes. Okay. Yeah. Yeah. Okay. You need to prove now, do we need you to print these up? Yes, I can have downtown print them. They'll, they'll only do 100 at a time. So I'll just keep periodically sending requests down there. Yeah, that's good. Okay. Do you, do you want any kind of a vote of



approval? I don't think that's necessary. Um, but I didn't, I just wanted your feedback. Right. Right, Okay. Tell us about your meeting with Lynn Rueda. Yes. Okay. So, um, the mayor and I met to discuss how we can collaborate more and I think we came up with some great ideas. Um, she said that they're in the process now of planning, um, their focus is on having quarterly events in the village And the first one will be Saturday May 21 the same day as our children's garden. Um, but in the afternoon and I mentioned that, you know, we're always more than happy to come and staff a table at the event and bring crafts for kids to do. And she was very excited about that because she said at their last event, she paid exploring more to come and she wasn't even that impressed with their crap. So, so we are planning on that. No, then um she would also like to do um a kind of like a village updates program at the library at least twice a year um where people can come and you know, ask her questions about, you know, the construction projects and things like that. So I think that'll be a great way to bring people in the building. And she also had the idea of um you know, they get a lot of questions about the construction projects and she would like a place to refer people to come and look at the display, it's kind of like display panels of what's going to, what the project is going to look like and she was wondering if, you know, we could be that location and I thought that was a great idea too because it could bring people in that might not normally visit us and take a look at those projects. Um Also I told her about, we're in the infancy stages of planning a scavenger hunt in the village and she was very excited about that and she gave me some names of people to talk to um once we have more of the details flushed out and definitely wants the municipal building fire hall involved in that. Um and bob of course, I'll talk to the town as well. And then also she's interested in the summer doing a program for kids calling meet the mayor. What does a mayor do? Which I thought was a funny year. Well, it is a cute idea. That's great. That's great. I like her enthusiasm for collaborating with the, with the library. It'll be good. It'll be good. Um okay now we have some requests starting starting with the air purifiers for different parts of the, of the building care you want to? Um Yes. Um we would like to purchase an air purifier for the community room. Especially, you know, for when Megan's in there with the little ones and for that size room, you know, I talked to some of the other libraries that have purchased fires like West Seneca and Clarence. And I know there are many others. A lot of them have worked with Clark air systems out in East Aurora. So I did contact them and they recommended the Austin Air Health Meat which is in your packet there and that's what the other libraries did purchase for their locations. Um, it says \$600 on there, but it's actually 650. Um but it does include free delivery and it can be here as soon as next week. So that would, even with the pandemic winding down. Um I still think it's a good idea because Covid is not going away completely. Not to mention just cold and flu season and things like that. Just a way to add a safety measure into that room. Do we have to get quotes and things like that or can we just go with With our procurement policy? Um as long as it's below 2500 we can go ahead and purchase. I I think it's a great idea and you did a lot of work on it. I'm not questioning. I just don't remember. Remember. This must have come up before I forgot. No that's fine. Um And then I, you know I've been thinking about staff And also in the packet are two smaller air purifiers for smaller spaces. Um And that would be one for the staff work room when they're on their lunch break and one for the staff. I'm sorry the staff break room when they're on their lunch break and one for the staff workroom where the dusts are from Megan and John Lisa and Mary. So I have two of the smaller ones for those smaller spaces and filters. So the total for all three that we are requesting would be \$996.98. I'll make a motion to approve. Should I say \$1,000. I'll second that motion ken. Okay. uh yeah I think the 1000 is fine. Although we have the specific uh I'm out there. Um Okay. Uh Any other discussion all in favor? Hi with approval. Yeah right. This is feeding feeding time for the deer in the backyard. Okay. And I'm gonna, I'll mute myself whenever I can hear. Um Okay. The private materials invoice from central for 20 594 41. Um Go ahead. Character. Yes. These are items that Megan and I purchased for the collection last year. Things like um, let's see. Travel books, health books, romance books, The box books, Children's nonfiction. Mm Hmm. So they were purchased through central and now we're reimbursing them for those. Okay. I would move that. We spend \$2,594

on the materials that were ordered from central all in favor. Okay. Uh, the literacy kit on numbers that Meagan is going to be putting together? She does um, she does have other kits, letter shapes, dumb fairy tales, very hungry caterpillar. And they're all doing very, very well. So she would like to keep working on expanding the collection since it is so popular with parents. Um, so this numbers kits, the total price would be \$154.63. I move that. We Then 1 54 63 for the literacy kits. I'll second that Okay, I'll give it to you. Okay. Um, the story works for 17.44 Gift for March and April two books. Okay. Uh, can I have a motion to spend 1743rd 2nd. I'll second all in favor. Okay. Ah this is a big one, the collection development but this is what we're all about. So uh Go ahead Karen. Sure. So this is a request for for the full year Meghan and I continued to work on the collection and responding to um things that the community are asking for our noticing. Like all this author is really leaving the shells a lot. I better get her back a lot of books. Um so I would like to work on actually are classic DVD section. Um It's something we created last year and it's doing well but it has a lot of holes in the collection. So I'd like to, to work on building that continue working on building that romance fiction collection. And Megan would like to continue um ordering more vox books because those are so popular and there's another type of book called wonder book. Um they're like the box book and that they have a read along component. But they're more the box are picture books. The wonder books are more like readers. So for a different age groups. Okay. Does anybody have any questions? I'll make a motion to spend \$5,000 for the collection development a second. That ken all in favor. Hi. Hi. Okay. Okay, now we've got a couple of promotional ideas. Yeah. So these were both john's ideas and I thought they were really exciting. Um They're both items that we can use for outreach and the magnets you can see, we've got two different designs there, ones like a darker green and one is more of a lime green and What we'd like to do is purchase 1000 of them 30\18 each And then there's just a \$10 set up charge and the shipping charge. So the total would be \$201.70 for 1000 magnets that we could use an outreach events to help get our name out there. How big are the magnets? Um It says that the size is two inches by 3.5 inches. So it's a decent size. A business like a business card. Right, right, okay. You want something slightly bigger with the times in the library or I'm not worried about that. I think, I mean that was more the goal of the brochure I think for these just letting people know, hey we're here, this is our phone number, this is our address, Don't forget about us. You know, stop by. Mhm. As long as the phone number is there, you can always call the library and there the the hours are on, you know, on the tape line. Yeah. And the the online uh is there too. So. Okay and a lot of people do I get reports from google from our google page of how many people visit it and then call us and we do get a lot of traffic that way. Mhm. Good, good. I will motion that we expend 201 70 for the purchase of magnets. Our second gym. Okay. All in favor. Okay and the pens 10 same thing just used for outreach. Um It would have our library name, our address and our phone number on them. And these are a little bit pricier for 500. Um It would be 3 46 95 plus shipping, so the total would be 3 87 90. Okay that would be assorted colors. It would be what assorted colors so um a couple of different problems. Blue, green and red. Okay. Okay. Can I have a motion to expend 387 90 on pens? Great. Great. Got it in favor. I well the next on the left, the next one is the speed library. That's a neat idea. Yes. I I don't know if I've I've mentioned this to the rest of you yet but one of the goals were working on this year is to create a seed library and we plan to bring up the old card catalog that's down in the basement and reuse it. The doors will be filled with seed packets that people can take for free. We plan to get a variety of seeds, vegetable flower, possibly fruit herbs. Um And what c library. Um Right now the central library has won. The Hamburg library has one in the Audubon. One has one and it's something I've been thinking about for a while and I have had some patrons ask about it. Um Also just thinking about that Children's garden and any other gardening programs that we've done have all been very popular. Um People in Lancaster loved to garden, it's great, so we wanna we wanna use that and so this would you know allow our community members to get seats for free and so what we're requesting? Well actually I put in there, john designed a logo. Don't you can see it in your packet there looks like this guy which yeah backwards but he did a very nice job with that. And then But we will need are the

packets which I have from Amazon, they're 1499 for 200. We'll need about 400. So that would be 29 98. And then also um John is reaching out to different seed companies to see if they will donate seeds. Um But he found this one here from high mowing organic seeds where they do a donation seed, you just have to pay a minimal price. It's \$3 for two bundles. So we were hoping to get four of those for \$12 plus \$6 shipping. Um so the total of the \$18 and that should give us plenty of seeds to fill our old card catalog. I love that you're using the uh So what's the total care? The total is \$47.98. Um I'll move that. We spend 47 98 on materials for the seed library have a second. Our second gym all in favor. Hi. And then you need to know the dollar tree is selling four packets of seeds for a dollar 25. Okay. Let's go take a look at this. Okay. Yeah, they're out early there. They're out now if you wait any longer and wait a lot longer than they're gonna be gone. Okay. Alright, ken I'm conscious of the fact that you want to leave. So the next the scavenger hunt if if you need to leave, go ahead. That's all right. I got I got five man's grace really fast. Okay. We'd like to do a leprechaun scavenger hunt next month in the Children's area Where we will give away a \$10 gift certificate to the early bird bakery. Each Friday. Um so we're requesting \$40 to purchase those gifts too difficult. Okay. So moved second all in favor and you wanted to just discuss the masks. Yes. Um As you saw in the news yesterday, the mask mandate has been lifted. Um Janine Doyle, our interim director um feels that it is left to each library to decide how they want to proceed. Um As I mentioned in the friends meeting, the floodgates have opened bob. I didn't want to ask real quick is the town lifting the mask mandate of the town buildings, do you know? Yes, it's lifted. Okay. So my recommendation, which I said to the board members and an email is that we also lifted. Um, but for Children's programs, we follow the school guidelines, which is that anything in our meeting room evolving Children mass still be required. So that we're aligned with with the schools on that and also taking into consideration Megan's comfort level at this time. And she is not comfortable doing her Children's programs unless they are masked. Um, Also, I would like to keep staff and volunteers masked at least for another few weeks until the numbers go down a little bit lower. Um, they are falling rapidly, but there's still a little high in Lancaster. Mhm. Okay. I just wanted your feedback on that before we proceed. Well, I think that the fact that you're lifting it in the general, you know, uh, part of the library is probably good because you don't need any more harassment and uh, a lot of people will be happy about that. So. Yeah. Okay. And I agree with the Children. I think as long as we can. I I was hoping that that the governor would say something about not taking letting kids go unmasked until there was a, You know, 13% of kids vaccinated, hoping that that would get people to get their kids vaccinated. I don't think we heard that. Okay. Anything else for the good of the order. Um, I just wanted really quick to let everybody know. I got that letter out to the Buffalo news in the Lancaster bee have a template that we can continue to use. Um I saved it to my computer and I printed one out for Kara for a file. Okay. And and one other thing, the Lancaster Depew Rotary Club is celebrating its centennial on February 24 At the Brussels. It's \$40 per person includes two hours open bar, beer and wine, premium liquors and one hour of orders. So we're celebrating 100 years at the thank you is to be a rotary club and if anybody's interested, let me know. You can actually sign up online at there at the site. Sounds nice. That's very nice. Yeah. At Russell's, that's a classic place. Okay. What what time? 5- 7. 5- seven. Thanks bob. Okay, sure. Anything else? What is? Okay. Alright, enjoy the concert, ken it's 502. You did an incredible job. Thank you everyone everybody. Thank you. Happy Valentine's Day. All right. So who motioned to close the meeting? Okay, I will need a second. Bye bye. Thank you. Alright. Alright, we're all set. Okay. Alright. Thanks everybody have a good evening to you too. Thank you.