

**Berkshire Free Library  
Board of Director's Meeting, BFL  
January 9, 2023**

**Present:** Don Murch, Fran Miller, Barbara Schwartz, Lisa Michaud, Nancy Lohmann, Graeme Brilliant, Carol Leigh, John Stoughton, Janice Merrill, and Darlene Wait. No one attended via ZOOM.

The meeting was called to order at 3:30 PM. The Agenda was modified to include Insurance, Carol Kania's letter, and going late book fine free.

**Secretary's Report** was distributed via email previously and reviewed. No changes or corrections.

**Treasurer's Report** was distributed via email previously. We reviewed the P&L and noted that there were several income and expense items which were significantly different from the budget. Due to a large gift last year, our net income for 2022 is over \$20,000. There were no further questions.

**Director's Report** was distributed, and Fran noted that she will have jury duty every other Wednesday until the end of February, but staffing is covered. She noted new cards last month were up, likely due to the coat distribution. Fran will check with Carol Cox to verify that she sent a thank you to the Vestal Elks.

Old Business: Story Time grant through Community Foundation will be sent later this month. An article for the Richford newsletter was sent out, and Berkshire e-newsletter will cover the Annual Meeting next month. The cooking/exercise classes continue and while available we will follow the NYS online exercise class. Ancestry instruction will commence tomorrow, people are coming and Roger Sharp said he would come and help out if needed. No signup necessary, and we will continue to have classes until people stop requesting them. Craft group has added Wednesdays to their Thursday meeting to accommodate schedules.

New Business: Annual Report has not yet been opened for submission. Fran asked the Board to consider becoming a fine-free library for late books. This item was added to the Agenda.

There being no further questions, Barbara Schwartz moved that the three reports be accepted as presented. Nancy Lohmann seconded the motion, and it was approved unanimously.

**Old Business**

Online book sales have been active for about two weeks now, and Graeme reports that of the 50-60 available online, two have sold. Fran got envelopes for shipping.

Museum inventory database has not yet been found. Lisa said she spoke with Nancy Reddy and her database was not available. John will try reaching Kirsten for more information. Keys need to be located and Darlene will work on the Key List and send a letter to past Board members to return their keys.

**New Business**

Fine free for late books was discussed. Barbara Schwartz made a motion that we develop a policy of being fine free. It was noted that damaged books would still be charged a fine. Darlene seconded the motion and it was unanimously carried. The Policy Committee will develop the stated policy.

Policies are mostly up to date, and any renewals will be presented at the next meeting.

Insurance for the museum's contents is not ours to provide – you can't insure what you don't own. The Museum's lease agreement with us should include a statement that their Board is required to insure contents.

We pay \$1,693 a year for our insurance on the building. This gives us coverage on the building itself of \$437,000 and \$40,000 on the contents. It was suggested we raise the contents insured amount. Dick Harrington had started an inventory and Fran will check on how far he got.

It was noted that the Federal mileage reimbursement rate is now 65.3¢ per mile.

Carol Kania mailed a letter to most of the Board. She was concerned that the database of patrons does not include the Town, since some addresses that border another County/Town may be incorrectly counted should this ever become necessary. Fran noted this was, in fact, being done. Having Board meeting items placed on the Library's website was discussed. Items must be sent to Graeme no later than the Thursday before the Monday Board meeting. It was also noted that FLLS sent the email with training for Trustees links today, including the annually required sexual harassment class.

Conflict of Interest forms were signed by all Trustees present, and will be filed in the office as required.

Janice will send a draft of the Trustee list via email for consideration before the Annual meeting next month.

### **Round Table**

Graeme noted that he has a load of books to be taken to the FLLS in Ithaca, which they prefer not to be done all at once, so please stop and take a few boxes when you plan a trip to Ithaca.

Darlene reported that Gus (Carol Cox) has not been feeling well and she sent her a get well card from us.

Fran reported that Creamery Hills has a problem with not returning books so she will change the method of getting books to patrons.

Darlene asked permission to take the Key List book home to work on it. Agreed.

There being no further business to conduct, Janice made a motion that the meeting be adjourned. Lisa seconded the motion, and it was unanimously passed.

Respectfully,

Janice Merrill, Secretary