

**Berkshire Free Library
Board of Trustees Meeting – May 8, 2023
held at the Berkshire Free Library**

Present: Fran Miller, Lisa Michaud, Nancy Lohmann, John Stoughton, Don Murch, Carol Leigh, Graeme Brilliant, Janice Merrill, Carol Cox, Barbara Schwartz and guest George Lohmann.

The meeting was called to order at 3:35 PM. John asked for any additions to the Agenda, and to New Business was added the summer mailing.

Reports:

Secretary – Minutes of the April meeting were read and Barbara Schwartz noted she attended that meeting in person, not via zoom. No other changes were needed.

Treasurer – Reports were distributed and Carol Leigh noted that postage costs of mailing online books have been reported under postage, but after discussion she will move them to Fund-Raising Expenses. April's donations from books and online sales amounted to \$696. Both Richford and Berkshire town support has been received. There were no further questions.

Director – Fran reported checkouts and renewals were down, with people not taking out as many at one time. Nancy suggested having a Library membership table at the Blueberry & Book Fest, and Barbara said she would be happy to operate that.

Old Business - Grants have been submitted, and we received a grant for \$4,463 for summer reading program. Family Literacy grant results will be revealed next week. Received a Senior Health grant of \$1,610. Fran noted finding entertainment for summer program has been hard to find, but Story Laurie may be able to come a couple times during the July 12-August 23 program, 10:30-Noon.

New Business – Senior Citizens Foundation grant due June 1 to supplement the exercise program in conjunction with NTNN and SNAP-Ed. Community Foundation of SCNY will fund no new programs, no salaries, but instead is for outreach, like the Creamery Hills effort in Richford/Harford. Floyd Hooker grant is due in September and Fran will request for decodable books – which means beginning readers and sound words out using phonics, and maybe for some programs after school.

There being no further questions on the above 3 reports, Barbara moved acceptance as modified and Graeme seconded the motion. The motion was unanimously approved.

Old Business

Grants and Online Book Sales were covered in the above reports.

Lawn mowing – Brett Welch has said he will mow this summer.

Book sale at Community Hall – Graeme reported it was sparsely attended due to bad weather.

Gardens – hose and grass seed was purchased. The screen door which is wooden needs new screen and not everyone can replace them. Janice will ask husband.

Blueberry & Book Festival – after discussion, we will have a meeting with all town entities who are involved in the festival on May 30 at 6:30 PM at the fire department. Trustees will meet at 5:30 at the Library to be sure all points will be covered at the 6:30 meeting.

Publicity – Nancy Lohmann

Art – Lynn Underwood Rosenberg will jury two \$50 awards. Graeme will help hang pictures.

Music – Ed Nizalowski will gather musicians and play.

Vendors and Non-Profits – Janice reported only about 13 vendors had responded so far, and that a follow-up email would be sent to the list soon. Chamber of Commerce e-blast will follow.

Local Authors – Nancy reported she has 8 or 9 authors at this point, with several wanting to do an author talk like we did last year.

Pancake Breakfast – need 25 quarts of blueberries, which can be picked ahead and frozen and stored in the library refrigerator/freezer.

Raffle baskets – Darlene and Lena are making them but everyone should try to solicit items. May need more raffle tickets to be purchased.

Soliciting Business Ads/Raffle Baskets – Nancy provided a starting list of vendor possibilities for both the printed Program ads and raffle basket donations. The list (update attached) was reviewed and each vendor name got a Trustee volunteer to contact them. Several other vendors were added to the list.

Berkshire Fire Dept – Menu will be hamburgers and hot dogs. Have not heard if we have permission to use the truck bay for the festival. Their health dept permit covers the festival.

Food Truck – we cannot have just one offering of food for the festival and so Angie Randall of Lamberts will be contacted to see if she can work around the BFD plans. Other possibilities were discussed, like Annies, Jackpot Richie in Owego, and the new bakery by the Owego barbershop. Janice will pursue chicken bbq through other groups.

Richford Church Bake Sale - they will provide blueberry tarts and other baked goods.

Berkshire Church Baking Contest – Joan Stoughton is the manager for this event.

Children's events – Fran will ask while looking for summer program entertainment.

Program Design - Noted the program space order form needed to be edited for this year, and Janice will send via email. Full page \$75, Half page \$50 and Quarter page \$20. George said he would like all copy for the program turned in to him by July 1 in pdf if no changes from last year's ad, and a copy of the business card if new.

Soliciting program ads will be done at each meeting as the attached list reflects.

Sponsorships – Town of Berkshire event insurance is complete.

Northern Tioga Chamber of Commerce – donation and a possible PA system needed.

Visions FCU grant – Carol Leigh will ask.

Set-up – Kathy Hartman – will she do it again? Signage is in the basement.

Reserve Community Hall – for full week before event – John will check

Blueberries – Negus' need to verify they're coming. Hillberry Farms were represented by Graeme, but he will get many more blueberries this year than last. We need to pick and freeze 25 quarts for pancakes. There may be someone on Fairfield Road who sells blueberries.

Antique Cars – John will check with Maurice Stoughton to see if he can arrange cars.

New Business

Sexual Harrassment Policy – FLLS revamped the recommended policy, so the Policy & Procedures Committee updated and distributed ours. After review, Janice moved the

updated policy be adopted by the Trustees. Nancy seconded the motion, and it passed unanimously.

Summer mailing – Nancy noted that we spend \$600 a year on the summer mailing. She suggested we have summer program information on one side and Blueberry & Book Festival information on the other side and distribute it through the Newark Valley elementary and middle schools once it has been approved by them. After discussion, Janice moved Nancy's suggestion be adopted. Barbara seconded the motion and it was passed unanimously.

Round Table

Carol Cox suggested we maybe move our Board meetings to 3 PM. After discussion, they will remain at 3:30.

Fran asked if it would be appropriate for her to take off the Friday of the week we hold our Board meetings, since Mondays are her day off. All agreed this should be the case.

Graeme noted we have an Oscar Wilde book "The Sphinx" that could command a large price. \$850 seemed a reasonable starting price but further investigation will be done by him.

There being no further business to conduct, Barbara moved the meeting be adjourned. Nancy seconded the motion, which was unanimously approved.

Respectfully,

Janice Merrill, Secretary