

**Berkshire Free Library  
Board of Trustees Meeting – July 10, 2023  
held at the Berkshire Free Library**

**Present:** Carol Leigh, John Stoughton, Barbara Schwarz, Fran Miller, Janice Merrill, Nancy Lohmann, Graeme Brilliant, Carol Cox, Darlene Wait and guests Brenda Yaples and George Lohmann.

John called the meeting to order at 3:35 pm. He called for additions to the Agenda, and Carol Leigh asked to add the CD to Old Business. Fran Miller asked to **add Rugs to New Business on the Agenda.**

**Reports**

**Secretary:** Minutes of the June 12 meeting were read. Barbara Schwarz noted she was not actually in attendance at that meeting. Second bullet of the Blueberry Festival discussion was revised to include the last name of Carol Cox. No further comments.

**Treasurer:** Reports were distributed and reviewed. Carol L noted that Scott Smith would lock in an annual cost if paid at the beginning of the year. Any balance would roll to following year. She said she would approach Tioga Hardwoods to be a sponsor of the festival next year. No further questions or comments.

**Director:** Fran noted numbers are steady, same as last year this time. Summer Program starts tomorrow at the Community Hall. The Community Foundation of SCNY grant was received for \$1,000 for “kids’ books equity.” Have not gotten official notice of the Tioga County Senior Citizens Foundation grant but heard many got less than amount asked for; we asked for \$1,500.

New Business – Orchestra of the Southern Finger Lakes will perform once in Berkshire and once in Richford, funded by an Owego Library grant. Fran circulated a NY Finger Lakes Library newsletter that reported their tech support has left, but noted that internet for the festival should be okay with our new router. No further questions or comments.

There being no further discussion on the above reports, Barbara Schwarz moved they be approved as revised, Nancy Lohmann seconded the **motion and it was unanimously approved.**

**Old Business**

Grants – were discussed in the Director’s report.

Online Book Sales – Graeme reported we have about \$125 profit so far this month.

Blueberry & Book Festival –

- Dunk Tank has 3 people signed up so far. It will be on the south side of the fire station.
- Program cost is \$329 and they will be ready to pick up Friday from ProCare Copy.
- Event Schedule will be printed on cardstock and can be posted around the festival.
- Art Show – connections with Lisa’s sister all set. Community Hall wouldn’t be available for setup until Saturday the 15<sup>th</sup>, but he has hung chains on the wall for easier setup.
- Musicians – Robert Beck pulled out so the spot at 11 AM in the fire hall will be empty. This will be a good time for the Bake-Off announcements. All acts are on the hour with 10 minutes of the hour for setup time.
- Bin – Carol Leigh will ask Chance Spoonhower if he can provide one.
- Tables and chairs for under the big (Richford Historical Soc) tent – Fran will ask Skip Hartwig.
- PA System – Only can announce in fire hall and community hall. System needed for outside front of Library and in back lawn. Carol Leigh will ask John Conrad who has a band if he has one

to lend. Maybe the fire police have a bull horn we could use instead of a PA system this year. We'll investigate a battery-pack microphone with speakers like they use at graveside services.

- Carol Leigh noted the Community Hall requires we bring our own paper towels, tp, and garbage bags for the two bathrooms. She will bring the paper towels remaining from the breakfast.
- Graeme may have gotten Hillberry as a vendor. Vern Negus will be in the fire truck bay.
- Ice Cream – Janice reported she had not gotten sufficient help to have the Kids Club scoop, so will ask the Scout Troop 30 to take it on. They would pay a vendor fee.
- Author talks will need someone to announce their talk at the Gazebo. Need a volunteer.
- Since the Northern Tioga Chamber of Commerce will not be selling water this year, we will sell water from the Library front porch. We'll need coolers and ice.
- A raffle ticket should be given to each advertiser in the program along with 4-5 programs, if the people who sold the ads will deliver in the coming week.
- Darlene Wait reported there are currently 41 Raffle Baskets! There needs to be one raffle basket designated as a Vendor Basket for a separate vendor raffle drawing, This is to encourage them to stay until the end of the festival. They have Raffle ticket sales cashiers. Baskets will be moved from the Library to the meeting room of the Fire Hall on Friday then to bay Saturday.
- All ticket rolls needed are in hand.
- Bake Off application says to make checks payable to BFL, but it should be changed to Helping Hands Food Pantry. There are 4 entries so far and they have a judge.
- 50/50 Raffle tickets will be sold by Janice since she will not be scooping ice cream.
- Thank yous need to be sent after the festival – everyone please make a list of who they have dealt with who should receive one.
- Book Sale setup will be Thursday July 20 at 5 PM. Janice and Chuck, Darlene and Fran will help.
- Will the Scout troop be able to help with breakdown of tents at festival's end?
- Friday evening the spaces will be marked out for vendor spaces and tents set up as able.

There will be a final meeting for the Blueberry & Book Festival on Thursday, July 20 at 4 PM here in the Library meeting room. Darlene will invite the fire department. Others please invite who should be at that meeting.

### **New Business**

Certificate of Deposit at Visions – Carol Leigh reviewed various options available at NBT and Visions. She will get more information and move money into either a 10-month or 5-month CD depending on which was the best deal. Barbara Schwarz moved this purchase be approved and Carol Cox seconded. **The motion was unanimously approved.**

Rugs – Fran Miller noted the black rugs inside the doors of the Libray are rotten and should be replaced before the Festival. Carol Leigh moved and Nancy Lohmann seconded the purchase. **The motion was unanimously approved.**

There being no further business to conduct, Carol Cox moved for adjournment, Graeme Brilliant seconded **the motion and it was unanimously approved.**

Respectfully submitted,

Janice Merrill, Secretary