

Berkshire Free Library
Board of Trustees Meeting – February 12, 2024
held at the Berkshire Free Library

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

Call to order at 3:52 PM. There were no additions to the Agenda.

Reports

Secretary –January 2024 meeting Minutes were read and no questions or changes requested.

Director – Fran said numbers may go up from those reported for last year. She noted it takes a long time to enter new books into the FLS system, so usually 10-15 are entered each Saturday. New Business: Molly Denis asked if we would like to place a program ad for the “Matilda” play, \$15 for a quarter page ad. After discussion we decided it would be worthwhile, and Nancy said George would design the ad. Candor HS asked if we’d sponsor t-shirts but we declined. Exercise class may not take place due to cost, but Walking Club will resume. Caitlin was going to take a new job so no cooking for Kids Summer programs after all. Fran is working to see if we can keep Jim doing technology classes every other Wednesday. She may be able to pursue a grant with Literacy Volunteers of Broome & Tioga for that purpose. Hooker Grant for non-fiction kids books. Junior Library League - \$1,000 for 5-6 books a week. Rosen Grant – The first part is done and submitted, second part due Feb. 22. Process is better, with a lot of questions on diversity and equity. Looking for a different grant – maybe Community Foundation of South Central NY for next year may be a good idea.

Treasurer – Carol Leigh reported that the Library credit card that she uses was compromised in the amount of \$99 for online groceries! She has cancelled the card and the amount was credited back. The card has been destroyed and she will use Fran’s card for the Abe Books needed for online sales. Otherwise she will personally purchase items and be reimbursed. Backup process was discussed. Rather than only back up to a USB drive, backups will be kept on the computer in the office as well as to another media, cloud or drive. She will investigate.

Barbara moved and Graeme seconded a motion to approve the above reports as presented. The motion was approved unanimously.

Old Business

Grants –covered in Directors report.

Online Book Sales – There was a return last month, but income of \$_____ was received.

SquareUp – We received a \$20 donation in January. Not all fields are displayed in their reports.

New Business

Kids Market – Fran is talking with Food Bank of the Southern Tier’s Devin McLaughlin about supporting this program but has not received word back yet.

Round Table

Physical Book Sale – Graeme proposed March 9 and 10 and the 16 and 17th. The Community Hall basement is needed for setup two days before and for takedown two days after the sale. John will check for availability.

Blueberry & Book Festival – Carol Leigh suggested that program ad charge for the 1/4 page should stay at \$20 rather than \$25 since \$20 is an easily given bill, whereas an additional \$5 may not always be available for a quick sale. It was agreed to change back to \$20 for 1/4 pg ad.

Vendors should be contacted now to get on their schedules and to get new vendors.

We discussed making a “Save the Date” poster for potential vendors, to be posted in places like Black Cat in Owego or Sweet Caroline in Slaterville Springs.

We talked about having the ice cream truck from Whitney Point which should be contacted now. Janice suggested the Scouts do so much for setup of the Festival, they may want to keep the ice cream stand they have had. Lisa suggested they may be willing to run the games that she would allow to be used for free, along with a cake wheel. We all said we’d make cakes for it. Janice will contact Curt Northrup to see how he feels about this.

We may possibly be able to use SquareUp for vendor applications and for program ads, if the report can be figured out how to include the necessary information.

The possibility of changing vendor setup locations from first come first set up to first paid first choice of numbered sites was discussed. For this we would need a map, and Nancy said George may be willing to redo the map with numbers.

Further discussion will take place at a separate meeting set for February 29 at 3:30 PM at the Library.

There being no further business, Janice moved and Darlene seconded adjournment. The motion was unanimously approved.

Respectfully submitted

Janice Merrill, Secretary