

Berkshire Free Library
Board of Trustees Meeting – September 9, 2024
held at the Berkshire Free Library

Present: Carol Cox, Lisa Michaud, John Stoughton, Nancy Lohmann, Janice Merrill, Don Murch, Graeme Brilliant, Carol Leigh, Fran Miller and Brenda Yaples.

Call to order at 3:33 PM. Additions to Agenda – under Old Business add Tea, and under New Business add web site.

REPORTS

Secretary's Report – Minutes of the August meeting were read. No changes were requested.

Treasurer's Report – Carol reported the Pie & Ice Cream Social brought in \$562, or \$550 after expenses. There was good attendance. She paid our fuel bill of \$2,050 and had \$200 left from last year. There is still \$75 expected from Blueberry & Book Festival program ad payments coming some day.

Director's Report – Fran handed out copies of her emailed report. Old Business: Fran reviewed numbers and noted 80 of the 828 total checkouts and renewals were from audio books. The Story The Kids Farmers Market averaged 50 big bags of produce distributed to children weekly, 400 bags over the program period!

New Business: Story Time is much smaller since many went to school. Reading Club is virtual and in person and has many participants. The October 17th Disaster Planning program of Homeland Security will be at the Community Hall and requires registration. Flyers were distributed. Financial planning with Matt Kisner will be held in Berkshire in September/October. FLLS Annual meeting is to be held at the Convention Center in Ithaca on October 18, online registration. Fran asked if the Board would like to have the County Program workers come again to do such things as rake leaves, stain the back ramp, and cleaning out some from inside – maybe a dumpster is a good idea. The Board agreed it would be wonderful to have that program's assistance again!

There being no further questions on the above three reports, Lisa moved and Carol Cox seconded a motion to approve the reports as presented. Upon vote, the motion carried unanimously.

OLD BUSINESS

Grants – Fran reported all receipts has been sent in to complete the Family Literacy Grant. She is in conversation with the Elementary School principal to cooperate on a program to teach Conflict Resolution to children which has proven very successful in her past experience. She will investigate applying for a Floyd Hooker grant to run the program. The Board unanimously approved this effort. Fran reported Tioga Downs grants are complicated but she will look at them for larger things like furniture or new capital improvements. Lisa investigated the Dollar General grants available for such things as Adult Literacy, Summer Reading, Youth Literacy, and Adult Education. The website says they give \$500-\$1,000. She was unsure what progress reporting requirements the grant required so it may not be worth applying for. Maybe for tech tutoring effort?

Online Book Sales – Graeme reported about \$55 in profit for the past month.

Building Updates – Mike Sheldon from McElwain Engineering was measuring Library spaces. We may need to postpone grant application until next year.

Pie & Ice Cream Social – covered under Treasurer's Report.

Fund Raising Mailing – Nancy handed out a comparative chart showing a simpler 2-sided cardstock flat flyer costing \$610 and the traditional folded letter with return envelope in an envelope costing \$1064. She reported that last year the traditional mailing brought in \$5,918 with \$5,075 profit from the effort. After discussion how compelling it is to have the return envelope, Janice moved and Lisa seconded the motion that we continue with the traditional mailing. After vote the motion was unanimously approved.

Tea – It will be held October 12 and the Library Craft group will do a table. They may have room if we wish to attend. The Berkshire Reading Club is not doing a table this year but East Berkshire Congregational Church is.

NEW BUSINESS

Fire Inspection – John reported the building is in good shape but we need a carbon monoxide detector in the basement. Plug-in varieties are available at Home Depot and there is an outlet in the basement by the back door. There is a Kidde for \$22.63 on Amazon. Fran will order one. John noted that mouse traps are on order as the inspection found droppings on Penny's desk.

Festival Plans – Two festivals coming up – September 21 Potato Festival Graeme would like two or three to help move books for the book sale there on the 20th, and to help put up tents, tables and put the boxes of books on the tables then the next morning he can setup the books. Will need two more volunteers to move books back to the Library afterwards. Lisa will check with Joe and Bonny about help setting up their tents. For the Apple Festival October 5 and 6 Graeme would like to move books between 10 AM and Noon on the 4th, returning to Library on the 6th at 5:30 PM. He'll need two helpers to move books back. John, Brenda and Janice volunteered for this festival.

Web Site – Fran has been talking with Drew Montreuil who manages other library's web sites and he sent her samples of his work. Fran would let him know what to put on the site, and that postings never go off the site, just goes to the bottom. Since NYS wants our Minutes, Agenda and Financial Reports online in a timely fashion and she just does not have sufficient time to do this all, she suggested we try Drew's management and hopefully we will find a grant to pay for it next year. Drew would charge \$25/hour for updates and maintenance including graphic design work. Carol moved and Nancy seconded the motion to hire Drew Montreuil to run the website. Upon vote the motion carried unanimously.

ROUND TABLE

Janice reported that the Richford Congregational Church is doing a bake sale and will be selling potato donuts this year inside the church.

Brenda reported that she has been handing out information on next year's Blueberry & Book Festival to vendors at local craft shows she has attended.

There will be a Craft Day the last Saturday in September, selling baked goods, nachos & cheese, hamburgers and hot dogs.

Fran said we will have Boscov's coupons out for sale at \$5 for their annual event which takes 25% off with the coupon on a certain day.

There being no further business to conduct, Carol Cox moved and Brenda seconded a motion for adjournment. The motion passed unanimously.

Respectfully submitted, Janice Merrill, Secretary