

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

Present: Nancy Lohmann, Carol Cox, Janice Merrill, Carol Leigh, Fran Miller, John Stoughton, and Brenda Yaples.  
**Call to order** at 3:45 PM by John Stoughton. Additions to Agenda include “Sewing Program” under Old Business, and under New Business add “Hours of Trustee Meeting.”

**REPORTS**

**Secretary’s Report** – Minutes of the November meeting were read. Changes were made to the Treasurer’s report section, regarding sick time. That sentence should read “We have three employees, but if we had 4, they would get 1 hour per month sick leave.”

**Treasurer’s Report** – Carol noted that more money was taken in for the fund raising effort. The Hooker grant money was received, to go toward “level” books for the 1<sup>st</sup> and 2<sup>nd</sup> grade age children. Gift cards were given to Peggy Davis for snow shoveling from last year.

Carol also said that since the summer program hours worked were more than anticipated, the salary budget line is over and should be adjusted at next budget.

Total income for November was \$5829.53, with total expense \$4,507.99.

**Director’s Report** – Fran noted that attendance is on track but total checkouts and renewals was down a bit. Story Hour may come to Richford every other week. Racker Center may do movies in the Community Center for their program here. Coat giveaway went well and unclaimed coats went to Richford for distribution. Next year coordinating the coat/boot giveaway with the Fire Hall’s Santa visit (1<sup>st</sup> Saturday in December) will reach more children. Sewing class has room for 5 people and the machines are kept on the big table in the storage room. Matt Kisner will do the Guide to Estate Planning in the Community Hall 2-4PM January 31, snacks provided. This is the program he did in Newark Valley in October and may do in Richford in March. Online Fraud prevention classes will be held in May, with three free classes in Dryden in the morning and Berkshire in the afternoon. NYS Talking Books machine is getting us a reader machine, for use like audiobooks. Reaching Club has moved to 3PM Thursdays for better attendance. Fran said we need a smaller, lighter ladder to change light bulbs, like the 4” one Mary Ellen Thomas has.

Nancy Lohmann moved these reports be approved, Carol Cox seconded and the motion passed unanimously.

**OLD BUSINESS**

Sewing Program and Grants were covered under the Director’s report.

Online Book Sales for November were \$45.50.

Building updates were just received, so more detail will be given at the next meeting.

Website update person is working out great, minimal cost. A good investment!

**NEW BUSINESS**

Christmas/New Years – The Library will be closed both days, and at 3PM the days before.

Conflict of Interest – Forms will be available for signing at the next meeting.

Hours of Trustee Meetings – Carol Cox moved we change the starting time to avoid driving in the dark in the winter months. Janice Merrill seconded and the motion passed unanimously.

**ROUND TABLE**

Nancy asked what we thought about having the building project require a School tax referendum. After conversation, we decided not to make that decision at this time.

There being no further business to conduct, Carol Cox moved and Janice seconded the motion for adjournment.

Respectfully submitted,  
Janice Merrill, Secretary