

Berkshire Free Library
Board of Trustees Meeting – January 13, 2025
held at the Berkshire Free Library

Present: Nancy Lohmann, Janice Merrill, Carol Leigh, Fran Miller, John Stoughton, Graeme Brilliant, Brenda Yaples, Lisa Michaud and Mike Sheldon guest.

Call to order at 10:07 AM by John Stoughton. Additions to Agenda include “Fund raiser mailing” under New Business along with Blueberry & Book Festival planning, and Policies and Procedures updating.

REPORTS

Secretary’s Report – Minutes of the December meeting were read. Two typos were noted and corrected.

Treasurer’s Report – Carol noted that she had moved funds donated for shades in the Library to it’s own line. W-2s are due to be distributed in January. She hopes suggested budget figures for the Payroll line will be available at the February meeting.

Total income for December was \$2660.08, with total expense \$5,210.89.

Director’s Report – Fran distributed her Annual Report figures for attendance and circulation. She noted the decrease in circulation and attendance may be due in part to the home schoolers who no longer attend. Also noted ebook circulation through New York Public Library does not count toward our figures. Lower numbers may be due to Creamery Apartments contact has left. Numbers for the report will be added to the website shortly. The January report asked about whether or not we want to do the Kid’s Farmers Market since it adds hours to payroll, but it is so worthwhile we all agreed to repeat it, noting the exact times of the market are hard to pin down until shortly before it starts. Reading Club is now held during the day, so that results in fewer hours, Fran said. She planned to ask for more from the Community Fdtn of Tompkins County grant, due January 31, for Story Time and Summer Reading, which may need to be held a different day so as not to conflict with Newark Valley’s summer reading program

There being no further questions on the reports above, Carol Leigh moved, Nancy Lohmann seconded a motion to approve the reports. They were unanimous approved.

OLD BUSINESS

Building Updates: Mike talked with the group about changes he had made, and will add further changes to the second floor. Plans will be submitted to the Historic Preservation (though Parks and Recreation) to approve the plans. New layout will be available at February meeting.

Grants: Covered in the Director’s report.

Online Book Sales: Approximately \$50 in the past month.

Website: There are some problems with the calendar since he needs the password to make changes. Graeme will send shortly.

NEW BUSINESS

Fuel Tank: Scott Smith cleaned out the furnace recently and said we need a new fuel tank. A tank of 275 gallons would cost about \$3,000 including installation. This should be done before fall.

After discussion, Janice moved we contact Scott Smith for a summer scheduled installation. Lisa Michaud seconded the motion and it was unanimously passed.

Conflict of Interest: Forms were distributed and signed by Nancy, Brenda, Fran, Janice, Lisa, Carol Leigh and John Stoughton. Remainder of Trustees will be done by February meeting.

Fund Raising Letter: Nancy noted that 61 people responded with contributions in the mass mailing . She suggested instead of another mass mailing that we send letters to those who actually contribute. This year it cost \$1,064 to mail to all, but next year the Chamber of Commerce's postage permit will not be available since they are not renewing it due to lack of use so it will be even more expensive. We can use Facebook, email blast through the Chamber of Commerce, a website form, and a postcard in the Blueberry & Book Festival program, stressing the online donation link.

Janice moved that this year's fund raising be done by every-door-direct flyers, done by carrier route, plus letters to previous donors. Nancy seconded the motion and it was unanimously passed.

Blueberry & Book Festival planning: Nancy noted that the Festival is just 6 months away, so we will have our first planning meeting on February 4 at 10 AM.

Policies and Procedures updating: Janice will go through the handbook and identify those which need to be revisited. She will add the Pre-Natal policy now required by the State.

ROUND TABLE

Janice noted that February 1 will be the next Soup & Salad Supper at Richford Congregational. Fran noted that Mrs. Gregrow passed at 94 years of age. She was a big reader to the end. She also noted that we still have a mouse problem at the Library.

There being no further business to conduct, Janice Merrill moved and Nancy Lohmann seconded the motion for adjournment.

Respectfully submitted,
Janice Merrill, Secretary