

**Berkshire Free Library
Meeting of the Board of Trustees
at the Berkshire Free Library
February 11, 2025**

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

The meeting was called to order at 10:38 AM by Secretary Janice Merrill in absence of both President and Vice President. There was an Agenda addition under New Business, Election of Officers, Candor School letter, Sexual Harassment Training, and Policies and Procedures was added.

REPORTS

Secretary: Minutes of the January 13, 2025 meeting were read. There were no corrections.

Treasurer: Carol's report was read and she noted that we had to amend the budget line for Repairs & Maintenance to cover the cost of a new furnace (see P&L). She also noted that we have received \$2,064 in donations and Festival vendor application fees. The Board requested Fran thank her brother for introducing us to SquareUp! She asked about how much to plan for fundraising letter and to do the every door direct flyer, it will cost \$220 for printing and \$390 for postage, much less than first class stamps. Carol said W-2s are done, and the furnace got cleaned. There were no further questions.

Director: Fran's report was reviewed and she noted there were between 800 and 900 books circulated in the last month. Old Business, Community Fdtn of Tompkins Cty 2023-24 grant is complete, with the amount same as last year, \$7,000. Farmers Market will be same day but held earlier. She also noted that the Newark Valley Summer program will be Tuesdays, not the same day as ours! New Business included agreeing that having a book sale on March 29, same day as a pancake breakfast and Sweetrees Open house may draw more customers. She said the Dollar General grant deadline passed since she was working on the FLLS Annual Report at that time. She also said the Northern Tioga Chamber of Commerce will hold a meeting at the old feed store on the 13th at 6:30. Matt Kisner is President of the NTCC and Jeremy Frederici bought the feed store. There were no further questions.

Nancy moved that the above three reports be approved as presented. Barbara seconded the motion and it was unanimously approved.

OLD BUSINESS

Grants: Reported under Director's report.

Online Book Sales: Graeme reported about \$30 profit.

Building Updates: Not sure if Mike Sheldon submitted the plans to Parks & Recreation for historic status approval.

Website: Fran suggested we add a page a new books received each month. Also will advertise the events of March 29, and the new version of the Blueberry & Book Festival vendor application and map.

Conflict of Interest: Don, Graeme and Barbara signed their copies on file.

NEW BUSINESS

Election of Officers: The existing slate of officers was presented for renewal by motion of Barbara Schwartz. Lisa Michaud seconded the motion and it was passed unanimously. Officers are elected for a period of two years.

President – John Stoughton

Vice President – Carol Cox

Secretary – Janice Merrill

Treasurer – Carol Leigh

Blueberry & Book Festival: Monthly meetings on first Tuesdays at 10 AM worked well. The Progress update Nancy presented needs more volunteers, and can be placed on the website pages. Janice asked about raising fee for vendors, but since they had just been raised from \$15, we decided not.

Sexual Harassment training: will be presented as the beginning of our next meeting, with donuts!

Candor School letter: We received a letter asking if we wanted to place an ad for the Blueberry & Book Festival in the program for a play to be held March 15. We agreed to pay \$25 for a 1/4 page ad, which Nancy will send to Carol Leigh.

Policies and Procedures: Janice read the proposed policy regarding the required Pre-Natal Policy, and Nancy moved it be approved as written. Carol Leigh seconded and the motion passed unanimously. Fran will look over the Computer/Internet Use policy for changes to be revised next month. We discussed that having a sign-in sheet is not done at other libraries and we will not have one either. Also, there is no time limit on computer use and one does not need a library card to use a computer.

ROUND TABLE

There was no further news to share.

There being no further business to conduct, Lisa moved and Barbara seconded a motion to adjourn, unanimously approved.

Respectfully submitted,

Janice Merrill, Secretary