

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

Present: Carol Leigh, Barbara Schwartz, Nancy Lohmann, John Stoughton, Brenda Yaples, Janice Merrill and Fran Miller and guests George Lohmann and Sue Ford.

The meeting was called to order at 10:02 AM by President John Stoughton. There were Agenda additions; Book Sale under Old Business and under New Business, Locking Supply Cabinet, Emeritus Trustees and increasing the number of Trustees, and Referendum were added.

Blueberry Fest Update: Since we were unable to hold our Blueberry fest meeting last week due to electricity outage, George Lohmann updated us on his assignments so he could leave when done. He sent a Save the Date to the artists and 10 slots are filled already. He will contact Noah Kennedy to reach out for Participation in Government (PIG) student help. He met with Skip Williams and Peabody was installing equipment for the town so he asked for a recommendation for a PA system suitable for the festival. The BOSE system, speaker, transmitter and microphone were very heavy and cost \$788. Using this as a sample, George checked online and found a couple others, an ION for \$178 but it had no microphone, and one on Amazon for \$159 with a microphone. He will investigate further.

REPORTS

Secretary: Minutes of the February 11, 2025 meeting were read. John noted that in the Treasurer's report it was stated we need a new furnace but that should be corrected to fuel tank.

Treasurer: Carol's report was read and she noted that we had received many gifts in memory of Duane Klossner. She explained under Income – Fundraising – Used Book Sales that the number is not solid since she does not get a report on what the books actually sold for and what the shipping costs were. When a posted book is sold on ABE, it is shipped to ABE who then ships it to the buyer, and the report is not readily accessible by Carol. Shipping cost is under Fundraising Expense.

Director: Fran's report was reviewed and she noted that the Community Fdtn of Tompkins County grant submitted for \$6,075 like we got last year, was reduced to \$2,439. This amount will not cover Story Time and Summer Reading. She asked if we should still have winter Story Time since numbers are lower in the winter since only 3 and 4 year olds attend. After discussion, Janice moved to pause Story Time for April and May. Barbara seconded the motion and it was unanimously approved. Summer reading offerings will have to be those with low cost and she is working on it. Hooker grant will be for books for summer reading. She reviewed the plans for March 28 and 29, book sale both days, and Fire Hall pancake breakfast and Sweetrees open house on the Saturday. A work signup sheet circulated.

There being no further questions on the above reports, Barbara moved they be approved, Brenda seconded, and the motion was carried unanimously.

OLD BUSINESS

Grants: Covered under Director's report.

Online Book Sales: Covered under Treasurer's report.

Building Updates: No one has submitted our plans to the Parks and Recreation department for historic building approval. We need to do that soon.

Website: Drew now has all the passwords needed and is keeping the site updated and energetic!

Blueberry and Book Festival: Nancy handed out a summary sheet of assignments. In addition to George's report above:

Janice has contacted vendors and made the map revisions, and received reservations for 6 vendors and 1 author. There is still no verification from the photographer. Janice also ordered and received 8 lawn signs for the festival, stored in the office.

Nancy has contacted the authors and asked RiverRow Books in Owego to attend, and will ask Barnes & Noble if they have the names of more local authors to be contacted. She plans to not have author talks but instead try a "Passport for Author Stamps" activity with prizes for the number of stamps gotten.

Carol Leigh tried twice to contact the popcorn seller but since he goes to the farmers markets, he won't be available for the festival. Maybe the Fire Dept is interested in selling popcorn?

Fran has reserved the Community Hall.

Brenda will contact out of town donations, and will work with Darlene and Lena on Raffle Baskets.

Our next B&B Fest meeting is April 1 at 10 AM.

NEW BUSINESS

Sexual Harassment Training: will be postponed until the next meeting, with individual sheets for people to sign available for after the training.

Locking supply cabinet: Carol requested a cabinet be placed in the bathroom off the meeting room to hold copy paper, toner, paper towels, etc. **Barbara moved to purchase a locking cabinet, Brenda seconded the motion, and it was unanimously approved.**

Emeritus Trustees and increasing the number of Trustees: Janice suggested we increase the number of Trustees on the Board and if possible, to inaugurate an Emeritus Trustee position for those who are unable to attend, but still want to be involved. Fran will check with FLLS if this is allowable. Janice read the ByLaws Article IV Trustees and Officers which states "There shall be ten trustees..." and should instead read "There shall be eleven to thirteen trustees from the Town of Berkshire and the Town of Richford to form the governing board of the library."

John noted that the ByLaws Article VII Meetings should be changed to read "The Annual meeting of the members of the Berkshire Free Library shall be held the second Tuesday of February each year." Also, we should change "A majority of the board of trustees shall be 6 trustees to constitute a quorum" to **one more than half** and "The minimum to pass a motion is 6" to **one more than half**.

These Minutes will be distributed by March 20 and therefore the required two weeks before the next meeting at which they will be voted upon by the Trustees in attendance. Carol Leigh noted that Sue Ford is interested in joining the Trustees and she would be a great worker.

Referendum: We are 1 of only two libraries to not be on their local tax rolls. After discussion, we decided we must do this now with grants being reduced. Fran will ask Sarah for particulars on the process required for a referendum.

There being no further business to conduct, Carol moved for adjournment, Brenda seconded the motion, and it carried unanimously.

Respectfully submitted,

Janice Merrill, Secretary