

**Berkshire Free Library
Meeting of the Board of Trustees
at the Berkshire Free Library
December 9, 2025**

Present: Carol Leigh, Barbara Schwartz, Janice Merrill, Carol Cox, Fran Miller, John Stoughton, Lisa Michaud and Sue Ford.

The meeting was called to order at 10:15 AM by President John Stoughton. The Agenda was changed to include both Salaries, and Craft sales at the Library under New Business.

REPORTS

Secretary: Minutes of the November 11, 2025 meeting were reviewed. There were no changes as presented.

Treasurer: Carol L noted that we received an additional \$500 from the Town of Berkshire. The report showing Budget to Actual shows income was pretty close the same. She noted that this year's fund raising plan of sending donation request letters only to current donors, plus getting lower-cost stamps was cost-effective and recommended this procedure be followed in the future.

Director: Fran noted that the Circulation number equals the renewals plus books, ebooks, eaudiobooks and video numbers on her report. She said we received less than half the amount requested of the Tioga Downs grant. The Dollar Store grant is due in January for literacy and books. Hopefully the Wilkins and Triad grants will continue to make up for the grants that only gave us half.

She said January brings new software to be used for NYSPL reporting. Also, Polaris is being phased out in January. We had a security breach on our computer but 2 hours on the phone with FLLS assistant resolved it. Upon investigation, it was discovered that a window screen on the library building had been lifted, likely by kids, but all windows are now being checked to assure a locked state. She has enlisted some help in finding out who did this and next time the police will be involved.

Sue Ford moved and Carol Cox seconded a motion to accept the above reports as presented. The motion carried unanimously.

OLD BUSINESS

Grants – under Director's report

Online Book Sales/Book Sale – There was one deposit in November from an online sale. It cost \$457.46 to sell 24 books to receive \$525.13 for an income of \$67.67. Lisa moved that we stop current online book sales. Carol Cox seconded and the motion carried unanimously. Carol L will contact Graeme to close the ABE account. She said we can clean old books out of the storeroom, put up a table and any good donated books can be placed there with a suggested donation. Carol Cox has a white table she'll donate for that purpose. John moved that the motion to stop online book sales be amended to include the end date of December 31, 2025. The amended motion was seconded by Barbara Schwartz and unanimously approved.

There are about 25 small boxes of donated books upstairs that may be recycled so we can gain access to the Library's shutters that MaryEllen Odom wants to paint this winter.

Building Updates – Nothing new at this time.

School Budget Status – Sarah spoke at the School Board meeting after Fran spoke about what the Library was doing. Sarah gave them copies of the law that stated they must allow the tax levy question on the ballot. Only one member felt the vote might somehow threaten the Newark Valley Library. Nancy and Fran will write up the Petition and a direct-mail letter describing what the Library needs plus ask what other needs patrons have that we could help fill. The Petition is due in January to the School Board.

NEW BUSINESS

Holiday Happenings – Thank you, Lisa and Nancy for decorating the Library's display tree. Tuesday cookies and hot cocoa will be available to patrons, and Wednesday the Library will close at 3 PM, also New Year's Eve, December 31.

Craft Sales – The crafters group would like to offer their hats and other items for a suggested donation. We agreed it would be nice, and that an income line item should be set up to track their donations. Barbara moved and Carol Cox seconded that Carol L set up a line item to track donations for the crafters. They have between \$40-\$50 so far.

Salaries – Fran was then excused as an Executive Session was held. Notes available upon request.

ROUND TABLE

There will be a Carols and Candlelight service at Richford Congregational Church Christmas Eve at 6 PM to which all were invited.

There being no further business to conduct, Janice moved we adjourn, Carol Cox seconded the motion and it passed unanimously.

Respectfully,

Janice Merrill, Secretary