

Annual/Regular Board Meeting

Thursday - January 13, 2022

Attendees

Kay Thomas, President

Hope Decker, Library Director

Paula Fox

Elise Clark

Kevin Kilbourne

Julie Kurtz

Lynn Nielsen

Lynette McAllister

Jennifer Schultz - Taking Minutes

ABSENT: Nancy Reigelsperger, Amber Flanigan

Meeting called to order; 6:10pm

Minutes - last meeting: approved and no questions

Welcome new Board Members: Julie Kurtz and Lynn Nielsen

Annual Meeting Agenda:

Budget 2022

Officer Elections

Budget Draft:

Members need to look at, check for changes that need to be made or addressed and vote will take place at a later date.

Once revisions are made, it will be emailed to members for review.

Hope Decker Notes: Budget 2022

Expenses: Increased

Payroll: Additional hours have been added for a new hire (Youth Services)

Budget:

- Amber put the budget together but is currently sick.
- Hope and Kim Lattimer will review it.
- Kevin suggested that we should increase "Public Funds" by the allowed limit of 2% on the school taxes.
- Kay advised that once Kim L. has reviewed the budget and Amber makes the necessary additions/changes, it should be emailed to all Board members for approval.

Elections - Officers:

- The treasurer is Amber Flanigan.
- A secretary is needed. Opened the offer to all members for a volunteer, no one is able to do it at this time. Kay said the other option is to hire Jennifer Schultz to take/prepare meeting minutes. Members agreed to proposal and Jennifer accepted.

- Vice-President position needs to be filled. Opened the offer to all members. No one is able to do it at this time. The position will be filled at a later date.
- Kay will remain President, VP will remain open, Amber is Treasurer and Jennifer will provide secretary duties as a paid staff member.

Motion to accept: Kevin Kilbourne

2nd: Paula Fox

All in favor.

Annual Meeting is adjourned

REGULAR MEETING MINUTES

Secretary Report: none

Treasurer's Report: none

President's Report:

Kay announced she will resign as President on June 1, 2022.

Kay asked all members to come up with 1 or 2 goals they would like to accomplish while serving on the Board.

Director's Report:

- Steuben County did a KN95 mask and Covid Self Test distribution through the STLS libraries.
- We gave away 540 boxes of COVID test kits (2 tests per box) and KN95 masks to 256 people.
- Many of the people who showed up for this event are not usual patrons. Hope would like to find a way to bring these people in on a regular basis.
- We have hired a new Youth Services / Desk person. Elisabeth Cowley. She is a teacher at the Cummings Nature Center. She has wonderful ideas for programming including history, community and more for multiple ages. Elisabeth started this week, working from home.
- We have gone back to open until 6 pm on Monday's and Tuesday's for the winter. We had a total of 2 visits over a 20-hour period in Nov.-Jan.
- We have acquired fishing poles from the DEC that will be loaned out to patrons on their library cards. The poles need set up and maintenance, Kevin offered to help with that.
- Policies:
 - Sexual Harassment Policy
 - Collection/Return Policy needs clarification.
 - Kay advised that there will be a vote on all policies at the next meeting.
- Sexual Harassment training has been completed by all staff.

Old Business: none

New Business: none

Questions:

Kevin thinks it beneficial to come up with ideas to increase use of the library by the community. Create a plan.

Kay asked all to include that in the list of goals that will be presented at the next meeting.

Next Meeting: March 2022 - Date TBA

Motion to Adjourn: Elise
2nd to motion: Kevin
All in favor.