

**Schoharie Free Library
Board of Trustees Meeting Minutes
February 12, 2020**

Present: *Officers:* Pat Clancy, *President;* Dan Ennist, *Treasurer;* *Trustees:* Toni Schaeffer, Bridey Finegan, Michelle Haverly, Amanda Malesweski, Jackie Hadam

On Phone: Deb Paden, *Vice President*

Absent: Vanessa Repicky, *Secretary*

Call to Order: 7:04 pm

Secretary's Report: January 2020 meeting minutes are submitted for review. Toni Schaeffer pointed out that her last name is spelled incorrectly. Upon a motion by Jackie Hadam, seconded by Pat Clancy the minutes are unanimously accepted as amended.

Treasurer's Report: Dan Ennist reports that the entire 2019 Tax Levy payment has been received. The Eaton Room money is not reflected in this report. When it is, it will be under restricted donations. The total amount is approximately \$3500.00. Upon a motion by Toni Schaeffer, seconded by Bridey Finegan the Treasurer's Report was unanimously accepted.

Transaction Detail Report: Dan Ennist reports that the Property Survey has been paid for; Cathy Caiazzo reports that the survey has not been given to the Library. Upon a motion by Jackie Hadam, seconded by Michelle Haverly, the board unanimously approves the January transaction detail.

Program Directors Report: Jennifer Mosher submitted the December Program Directors report for review. Upon a motion by Bridey Finegan, seconded by Michelle Haverly, the January program director report is unanimously accepted.

Director's Report: Cathy Caiazzo submitted the December Director's report for review.

Discussion:

Credit Cards –

- the Library will begin accepting credit card payments using the Square. Categories must be set up to enable the Treasurer to allocate payments correctly. e.g. fines, donations, book sales, coffee, trustee treasures, etc.
- Need signage to tell patrons that we now take credit cards

Library Survey –

- There is money in the Advocacy Grant to pay for a Facebook 'Boost' of the survey
- Pat Clancy suggested that we consider advertising the Survey on Insta-gram and Twitter, as well.
- Cathy Caiazzo pointed out that older patrons use paper

Banker boxes storage –

- Pat Clancy asked how long we are required to keep records. Deb Paden will check into it and report back.

Teen Area –

- We need a comfortable space for kids to read.

Coffee Station –

- The café table would work well as a coffee station.

Computers –

- Possibly move computers upstairs?
- Motion by Pat Clancy to purchase 2 new computers to replace out of warranty computers, seconded by Bridey Finegan, unanimously approved by the Board.

Book return drop box –

- We need to put a roof, of sorts, over the book return drop box
- Possibly pay for this with the construction grant

Annual Report –

- The Annual Report is due on 2/24/2020
- When completed, Cathy will share it with Pat and Deb.
- Motion by Elizabeth Farr to give Pat Clancy and Deb Paden authority to approve the Annual Report on behalf of the Board, seconded by Michelle Haverly, unanimously approved by the Board.

Upon a motion by Bridey Finegan, seconded by Dan Ennist, the January Director's report is unanimously accepted.

New Business:

Library Survey: We share the survey as much as possible on our own Facebook pages as well as those of local organizations such as, FB groups, Schoharie Elementary Parents Info, EPTSO, Schoharie Promotional, etc.

Potential new Board member: Jonathan Stasko – Adding another member would bring us up to 11 Board members.

Old Business:

November 2020 Board meeting: The November 11, 2020, meeting is moved to November 18, 2020.

Charter Revisions: Deb Paden check to see what we have to do to reclaim Schoharie school district residents located in Montgomery and Schenectady Counties.

Tax Levy vote:

- Advertising will be paid for through the Advocacy Grant.
 - o Post cards – use Race Printing in Cobleskill
 - o Change the date on the banner
 - o Purchase more canvas bags, or purchase some made of another material, with Library logo on them
 - o Tee shirts
- Michelle Haverly will represent the Library at the School Board meeting being held on February 13, 2020.

Library Financial Review: Dan Ennist reports that we are waiting to hear from the review company. Dan will contact them to give a report at the June 10, 2020, meeting of the Board.

Secured Wifi for the Library: Thank you to Cathy Caiazzo for taking care of this.

Furniture: Bridey Finegan reports that the cost of the new furniture is \$5831.67. Bridey suggested that we have a reception for the Eaton's in June. Possibly make it a fundraiser for the library as well as to honor the Eaton family. Cathy Caiazzo will check with Walter Eaton to confirm a good date for the family.

Tree Removal/Parking spaces: Elizabeth Farr reports that she is waiting for the survey documents before having the tree removal company come back to confirm the scope of the tree removal plan.

Librarian Search Committee: The first meeting of the Search Committee will be on February 17, 2020. Member of the Committee are Laura Rosenthal, Meg Berdan, Kim Graff, Vanessa Repicky, Bridey Finegan

Upon a motion by Bridey Finegan, seconded by Michelle the board unanimously entered executive session at 8:42. Upon a motion by Elizabeth Farr, seconded by Bridey Finegan, the board unanimously exited executive session at 8:52. No action was taken.

Upon a motion by Pat Clancy, seconded by Bridey Finegan, the board unanimously adjourned at 8:56 pm.

Next meeting: March 11, 2020