

Margaret Reaney Memorial Library

Minutes

April 1, 2024 Meeting

The meeting was called to order by President Salvagni, those present: David Salvagni, Stephanie Cuomo, Rebecca Sokol, Lisa Harvey, Nancy Stowell, Judy Swartz, Diane Empie(director).

Our guest was Alyssa Mason.

Approval of minutes: motion made by Judy Swartz and seconded by David Salvagni, all voted in favor.

The financial report from our treasurer was not prepared due to her surgery, Diane reported on our vouchers. A new form is being used to record the vouchers which will contain the information that will be needed to create a new budget. It is more efficient and easier to track spending and revenue.

Director's Report informed the board of the upcoming MVLS Spring Symposium on May 2, 3-5pm to be held at Margaret Reaney Library. The board needed to transfer money in the budget from Healthcare (9060.000)\$3780 to Library Checking in order to pay CNY Heating and Cooling bill of \$3780.

A discussion concerning bookkeeping skills was addressed. The board agrees the treasurer has to work at the library using the library computers. No information concerning the financial situation of the library is to be housed outside of the library. All personnel records are to be housed in the library. The Financial and Personnel Committee will formulate the additional information that will be added to the bylaws. A first reading will be at the next meeting. A letter will be drafted and sent to our present treasurer so that she will be aware of the changes.

Committee Reports

Public Relations, Fundraising, Posters had no report at this time.

Finance and Personnel: The condition of the "books" that money transactions are recorded was viewed by the board and found the situation not acceptable. Ledgers are available and the transactions could not be followed in any consecutive order. This information needs to be in a form that can be interpreted by the board. The board would like the Finance Committee to investigate where our money is being held, how much is available for the library as well as a printout of our CDs and there standings.

A motion was made by David Salvagni and seconded by Judy Swartz that Diane Empie has the board's permission to pay the outstanding bill for the month.

Next month our method of choosing our officers will be to develop a slate of interested candidates for the positions open and voting will be held with a ballot. Anyone interested in a position should email Lisa Harvey or Rebecca Sokol. Nominees can be selected at the May meeting. The committee will develop a statement to go in the bylaws for future trustees. Committee members are evaluating their responsibilities.

Museum Committee: The committee discussed the cookbook we hope to have ready by Christmas. We are still looking at several avenues to take as a theme. Matt's power point of the railway in Saint Johnsville is being edited, dates have been set. We are formulating a plan to celebrate Memorial Day at the library, dates have to be checked with other organizations. Diane has a list of items that she and Sheryl feel are not needed in the library. They are looking to sell them. None of the articles are accessions, so they can be disposed of.

Building and Grounds: The committee reported that the benches and the quilt block will be brought out of the shed now that spring has arrived. Corey was asked if he was interested in the equipment in the shed. Another key to the shed will be made, since we only have one. A written contract between the library and Corey Hazzard will be written since he has been taking care of the maintenance. Cathy Reed will be asked to research fuel prices for the library. Since the bill for the library boiler was extravagant the committee will be searching for a less expensive maintenance provider. Diane's wish list includes a library cart, color printer, scanner, copier, fax machine.

Planning, Research and Development: The committee provided the library with emergency action plan, an incident report form, and an emergency contact list thanks to Stephanie. A workplace violence policy was also added. Maps of the library and first aid kits are being developed as well as checking exit signs and emergency lighting. Diane will be looking to host a CPR course, as well as funding for children's programs and obtaining supplies at a reasonable cost. David is working on several changes needed in the personnel policy.

A reading was done of the changes to be made on Article 1 Sec 10 and Article V-2.(First Reading)

A nomination committee was selected by David, Lisa Harvey and Rebecca Spool

Adjournment at 6:39, motion made by Judy Swartz and seconded by Rebecca Sokol.

Minutes submitted by R. Sokol 4/2/2024