Otselic Valley Library Board of Trustees
11/28/2023
Location: OVCS Library
6:00 pm

Present: Katy Charles, Terri Foor-Pessin, Michele Reakes, Kirsten Spear, Abby Bishop, Melinda Ramsey, Eric Wentworth

1. Michele Reakes calls the meeting to order at 6:04 pm
2. Approval of Minutes 10_17_23 Library BOT minutes.docx
    a. **Motion by Terri to approve minutes. Second by Michele. Motion carried 3-0**
3. Financial Report
    a. Approval of bills, timesheets, and purchase requisition.
    b. Treasurers Report
        i. Abby presents the treasurer's report and explains her color-coded system.
        ii. The final tax levy check will be cut on Friday.
        iii. Suki asks if we can get a copy of the treasurer's report in advance.
            1. Abby will upload the report after she has finished reconciling for future meetings.
        iv. Motion by Suki to approve treasurer report. Second by Terri. Motion carried 3-0
4. Library Director Report
    a. We have sent the additional information to 4CLS that was requested for the applications to the state. He hasn't heard back from the state about our oaths.
    b. Halloween was a huge success with 224 (we may have missed a few) participants walking through the door. Miriah and Joe Lawrence helped out the evening of the event. It was a lot of work but it was a great event.
    c. Some businesses have been giving me a hard time about our tax-exempt status letter from the state. I am still trying to get Amazon to understand how this works for NY state.
    d. Programs are going very well. Saturdays have been very slow. Review of November stats chart.
        i. We have a very exciting comic book event on 12/2.
        ii. Michele thinks it will just take time to get our Saturday numbers up.
        iii. Katy thinks a mailer could be a good idea.
        iv. Michele also had an idea about a book craft to place in public places to spread the word about the library.
    e. Amy and I are signed up to take the CPR/AED training at the school. Date TBD.
    f. Steve Bachman contacted me on 11/14/23 to let us know that our paperwork for the charter and registration has been sent off to the state. Now we wait for their response.
    g. Met with Steve on 11/22/23 to discuss services that are available to us through 4cls.

5. Committee Reports
    a. No reports yet. We will get our committees engaged after the holidays.
6. Old Business
    a. Set Closed Schedule for Holidays for the year 2023-2024
        i. Regular hours for 12/26 - 28th.
    b. Amazon - denial of tax-exempt letter
        i. Katy is having difficulties getting our tax exemption paperwork accepted by Amazon.
        ii. Abby will look at the school account to see if she can help us figure it out.
7. New Business
    a. Book Drop Plan Approval
        i. One of the school's AG classes has designed book drops for our approval. Katy would like us to vote on which design we should choose.
            1. Motion by Suki to approve Brianna and Miranda's book drop design with a budget of $400 or less. Second by Michele. Motion carried 3-0.
                a. We have made notes on the design with changes we would make.
    b. Services through 4CLS
        i. Katy presents a list of services available to 4CLS member libraries.
            1. EnvisionWare - runs on patron computes to govern access. Katy is in the process of getting our computers set up. $500/year
            2. Unique Management - Katy is not sure that this applies to our library
            3. Circuits - a series of materials that rotates twice yearly.
                a. Books $200/ year with 4 rotations/year.
                    i. Suki thinks we should have a large print collection.
                b. Audio circuit $300
                c. Video circuit $200
            4. Research center
                a. Languages, ancestry, Weiss ratings. $230/year
            5. Titlesource program - helpful to a library function, no cost
            6. Wowbrary - helps you create newsletters.
        ii. **Motion by Suki to purchase research center and large print book collection circuit. Second by Terri. Motion carried 3-0.**
    c. Vacation Request
        i. Katy made vacation request forms and presented her vacation request.
            1. Michele signs the vacation request form.
    d. Holiday pay
        i. If Amy's work week includes a holiday, Katy would like her to be paid for the holiday.
        ii. Michele reached out to her library associates and has determined that it's a common practice to pay for holidays.

        iii. Katy is willing to move her hours around for holiday weeks, but what if in the future there is a different director? Should this be the same for all employees? We will punt this conversation until the next meeting.
    e. Book purchasing approvals
        i. Katy is asking for her $100 limit approval to be removed for book purchasing, as she normally orders a large amount at once and uses 4CLS to get the best price.
            1. Michele - we've already approved the purchase of books. We should remove the approval limit for books
            2. Suki - as long as Katy stays in the budget, she doesn't have an issue with it.
            3. **Motion by Suki that the library director may purchase books and media without needing to ask the board for approval as long as she stays within the materials budget. Second by Melinda. Motion carried 5-0**

8. Other Items
    a. Our next meeting is December, 12/19 6 pm
    b. The board of trustees training is on 1/17, and our meeting is on 1/16. Would we want to change our meeting to 1/17 and all do the training together? We'll start the meeting at 5:30 pm and then attend the training from 6-8 pm
9. Adjournment
    a. **Motion by Terri to adjourn. Second by Melinda. Motion carried 5-0**