

Allens Hill Free Library Board of Trustees Meeting

March 27, 2023

Present:

- ☐ Katey Sackett
- ☐ Christine Green (Director)
- ☐ Kate Deprez Ransom
- ☐ Janelle Deal
- ☐ Dorothy Graziano
- Sally Blackmer

Call to Order at 7:12 PM

Secretary's Minutes

- Past meeting minutes 2/27/23 shared via Google Drive

Motion to approve the meeting minutes for February 27th, 2023

- First - Dorothy moves
- Second - Kate seconds
- Vote unanimously in favor

Treasurer's Report

- Balance as of 3/26/23 the income expense has \$27,827.74
- Fund account has \$18,207.18

Motions to approve Treasurer's Report:

- First - Dorothy moves
- Second - Kate seconds
- Vote unanimously in favor

Library Director's Report

Programs:

- The April *Take & Make Kit* will be a kid seed kit.
- There was a puzzle exchange on Saturday, March 25th, and 20 people attended. Christine plans to do this again in the Fall, maybe in October. At the same time, considerations for different categories (i.e. 100 / 250+) Additionally, Christine is considering a board game exchange.
- Peeps Diorama Contest is on for April, not sure about the amount that will be participating. However, there is good social media attention to this.
- The OWWL Kids Read is on Saturday, April 1st. Following this story time and craft event, the materials will be included in a Take & Make Kit.
- In April, we will be doing a spring wreath-making program.

Administration:

- The annual report was approved with a discussion with PLS about accounts and differentiating funds.

Motions to approve Annual Report:

- First - Dorothy moves
- Second - Kate seconds
- Vote unanimously in favor

Motion to approve Grant

- First - Dorothy moves
- Second - Kate seconds
- Vote unanimously in favor

Maintenance / Building:

- Christine is currently updating the United Way's Day of Caring page. It will include staining the deck, cleaning the gutters, raking stones, moving mulch, cutting brush, trimming the vines along the fence near the building, etc... Decisions on timeline and resources are needed next.
 - Katey stated she is willing to be here, as it takes place on Thursday, April 11th.
 - Katey will start to have her team members create accounts.
 - There is a current RTI grad student that is looking for volunteer hours with gardening or outdoor maintenance.
- We did a spring cleaning of files last year. Saturday, May the 6th will be our day.
- Kevin is interested in mowing the Storywalk area and has proposed \$100 per month. Kate will looking into how this works with budget, as well as Christine will clarify.
- Christine would like to remove the large filing cabinet. That might give for more free-flowing space in the back and it is not needed.

Purchasing:

- Christine has found new titles through Dollar Tree/Thrifting of great titles.
- Plans to submit a new materials purchase in April.

Fundraising:

- Three boxes of books were sent to Better World Books. Approximately \$25 was made since December. A check will be sent when the minimum amount is required.
- Donations so far, made in the name of Terry Schmidt, total \$770 as of 3/27/23.
- There are also funds coming in from can drive.

Community:

- Christine reached out to Holly Stoddard regarding a movie event over Spring Break.

Current Policies:

- Christine has attached all of the policies that we have currently posted are ones required by the state. Therefore, we meet the requirements. We are then going to start to work on the policies that recommended in the Trustee Handbook for NYS.

- Focusing on Code of Conduct, Safety Policy & Outdoor Policy would be our next ones tackled.

Old Business:

- Maintenance Schedule
 - Looked over the current draft of Maintenance Schedule that Katey created.
 - Priorities would be the furnace and the septic, in addition the water system. If there is a time in which she cannot cover it, she will reach out to one of the trustee members to cover “supervising” visits.
- Fundraising Ideas
 - Tshirts – Marketing plan needs to be put in place as well as is this a joint venture or just for Allens Hill
 - Tiered Gift with Donation - on hold for this year.
 - Sponsorship Program - not at this time.
 - Bake Sales/Fudge – West Bloomfield Event in July
 - Summer / Fall Book Sale
- NYS Construction Grant for Libraries
 - Katey shared a document of the OWWL intent to apply, timeline, as well as resources for the Accessibility items. With this in mind, Katey will start to do some measuring and whatnot to start to move this forward.
 - The goal is drainage and accessibility NEED to be improved.
 - All the steps are being tracked on the State Aid for Library Construction Checklist.
 - Katey will reach out with items that are necessary to meet deadlines.
- Board Training Updates
 - Put these into the document on there.
- Policy Review Schedules
 - Noted above.
- Any other old business

New Business:

- Day of Caring
 - This was addressed above and will be May 11, 2023. Katey will supervise this.
- Spring Maintenance Projects
 - See above for listed under Maintenance / Building for the United Way as well as RIT volunteer. If Katey cannot be there, she will reach out and let others know.
- Board Contact List
 - There is a Board Contact List in Google Drive. This is if we need to reach out and do not have information for one another, it is referenced here. We will also add current helpers of the area to this (i.e. Kevin).
- Any other new business

Next Meeting: April 24th at 7 PM

Adjournment at 9:10 PM