

Otsellic Valley Library Board of Trustees

12/17/24

Locations: OVCS Library

5 pm

Present: Michele Reakes, Katy Charles, Kirsten Spear, Suki Fox.

Unable to attend: Terri Foor-Pessin, Eric Wentworth, Abby Bishop.

1. Michele calls the meeting to order at 5:01
2. Approval of minutes
  - a. **Motion by Suki to approve minutes. Second by Michele. Motion carried 3-0.**
3. Financial Report
  - a. Review of bills and timesheets.
    - i. **Motion by Suki to approve bills and timesheets for October and November. Second by Kirsten. Motion carried 3-0**
  - b. Review of expenses.
    - i. We have not yet been billed by 4 County Library System for last year or this year. Katy is following up with them.
  - c. Review of Treasurer's report. Abby Bishop was unable to attend this meeting.
4. Library directors report
  - a. Circulation Stats: Numbers have decreased in October and November compared to our summer stats.
  - b. In October and November, 7 new library cards were given out.
  - c. Attendance - Public Library Usage 2023-2024
    - i. October - 995 visits from patrons
    - ii. November- 347 visits from patrons
  - d. We will not need to complete the annual report again for the state until our Registration has been approved per Steve Bachman - 12/5/24.
  - e. The New York State Employer Registration for Unemployment Insurance, withholding, and Wage reporting for nonprofit organizations was mailed out on 11/14/24. We have also sent our \$100.83 fee reduced from the original fee of \$1,000. This was for a delinquent Quarterly Combined Withholding that was missed.
  - f. Katy created talking points for Amy for patrons who have questions about their tax bills.
5. Committee Reports
  - a. Outreach Committee
    - i. Katy and Michele went to the Georgetown town meeting to meet the people there, introduce the library, and assess their needs.
      1. They were receptive to us having a shelf or a satellite location.
        - a. Georgetown is technically in the Mid York Library system. Would we be infringing on their area if we pursued this? Georgetown is also paying taxes for the Otsellic Valley public library.
        - b. For a satellite location, we would need a laptop, table and chair, and a bookshelf. We would need to staff the location to check items out.
        - c. We will table this discussion so Katy can do more research.
      - ii. The 60+ group is meeting this Friday, December 20th. Suki plans to bring over supplies: free books, calendars of upcoming events, and library card applications.
6. Dolly Parton Imagination Library

- a. Madison County was awarded \$20,000 for the Dolly Parton Imagination Library, which also covers the Otselic Valley School district.
  - i. Michele would like us to find at least 30 kids to sign up for this program. We currently have 13 signed up.
- 7. New business
  - a. Overview of Cost of Services Sheet
    - i. Large print circuit - we only had one book go out from this collection, so Katy advises that we don't renew this service.
    - ii. We will keep automation (library catalog), Overdrive and Libby, and research center.
  - b. Katy wrote up a FOIL policy for the library.
    - i. Discussion
    - ii. **Motion by Kirsten to adopt the FOIL policy. Second by Suki. Motion carried 3-0.**
- 8. Adjournment.
- 9. The next meeting is February 25th, 2025 at 5 pm.