

Unadilla Public Library  
Regular Board Meeting  
Date: January 20, 2020

**Call to order:** President Sue Barnhart called the meeting to order at 2:11 pm

**Trustees Present:** Sue Barnhart, Andrea Edwards, Jan Povlock, Beth Baldwin

**Absent:** Barb Lennon

**Others Present:** Irene Murphy, Ron Mott

**Past Minutes:** December 2019 Motioned to approve by Jan Second by Sue

**Financial Report:** Abstract #8/ Voucher #27 (L7410.410/.430) \$36.75 – Books (“Long Way Home”), Office Supplies (laminating pouches); Abstract #8/ Voucher #28 (L7410.411/.413) \$329.50 – 4CLS Cataloging Fee, Processing Books, Movie Licensing, Download Zone  
Motioned to approve by Jan Seconded by Andrea

**Treasurer’s Report:**

**Bank Balances:**

Checking (L200): \$35,258.14  
Misc. Savings (L201): \$20,820.97  
CD BOC Bequest II (L202): \$5,020.28  
CD BOC Wright Fund (L203): \$3,221.33  
Grant Money (L205): -0-  
CD DOC Friedman (L206): \$10,264.08  
Petty Cash (L210): \$20

- Further discussion ensued regarding “negative items” in certain expense categories where we have already spent more than what was budgeted. See L7410.402 Miscellaneous/Petty Expenses, L7410.405 PO Box Postage and L7410.411 Processing. Adjustments should be made to the budget to reflect actual spending.
- Discussed possible adult programming to be offered at the library. Andrea Edwards volunteered to present a chocolate making workshop at the library on Tuesday, February 11<sup>th</sup> at 6:30pm.
- Revised and adopted Disaster Policy and Open Meeting Policy. Both policies are effective as of January 24, 2020.

**Requests for Treasurer:** None at this time.

**Director’s Report:** \* Received a check from The Tianaderrah Foundation for \$3,000 again this year. The acknowledgement letter thanking them for their donation was prepared and mailed. No restrictions were made on this donation.

\* Received another tax levy check from Unatego Central School for \$2,586.40 on December 13, 2019. Will check with the County Treasurer on when to expect receipt of any additional collections. It is thought that the tax proceeds would come from the County at that point.

\*\$61.60 deposited for December book sales, fines, fees, donations and book raffle tickets.

The Scholastic book raffle resulted in a loss. The books cost \$17, but revenue from selling tickets was only \$5. Tickets were sold 5 for \$1.

\*The Sprout Early Learning Backpacks are being processed. Once they are processed we will contact Allison Collins from The Daily Star to see if she can do a story about them.

\*Saturday, March 14<sup>th</sup> is the date for the St Patrick's Day Scavenger Hunt. Per Kirsty Roefs our expected cost this year is \$15 and that would cover advertising costs. We do have some items donated by Jackie Carey that would be appropriate for prizes.

\*Reached out to Cornell Cooperative Extension about availability of adult programming. Have scheduled Dianne Dirig to come in on Wednesday, January 29<sup>th</sup> at 6:30pm to present a program on Home Composting.

\* Approached by Michael Czarnecki about presenting another program on poetry. The library would be charged \$25 for his program, with the remaining funding coming from New York State Council on the Arts.

\*Directive has advised us that Windows 7 is becoming obsolete and that any computers with Windows 7 would need to be upgraded to Windows 10. We have 2 computers (patron use) with Windows 7 and 3 computers (2 patron and 1 library admin) with Windows 10. Have requested a price quote from Directive to determine what the cost would be. Andrea suggested we could possibly get Windows 10 from Tech Soup, which would probably cost less.

Directive was called during the meeting and Irene was given an estimate under \$250 to update the 2 computers with Windows 10. Motion to approve spending of no more than \$250 for service from Directive by Sue, second by Jan. 3 yes, 1 no vote to approve based on verbal estimate.

Also discussed the services we get from Directive for an annual fee of \$550 vs services we could get thru 4CLS. Andrea suggested we get a list of services for each entity and also ask each of them what services would typically cost extra.

\*December hours Marc 54 (6 hours vacation); Irene 51 (2 hours vacation)

\*Cost from 4CLS to renew the domain name ([www.unadillalibrary.org](http://www.unadillalibrary.org)) is \$118.17 for 9 years. Motion to approve by Sue, second by Jan.

\*Will talk to Joe Campbell about running a test on the emergency call button.

\*Annual report training is January 27<sup>th</sup> in Greene. Planning to attend.

\*Looking into the possibility of hosting the Easter Egg Hunt this year. Pursuing funding to support the cost.

**Next Meeting:** February 10, 2020 7:00 pm – budget planning

February 24, 2020 7:00 pm – regular monthly meeting

Motioned to adjourn: 5:30 pm