

Unadilla Public Library
Regular Board Meeting
Date: October 21, 2019

Call to order: President Sue Barnhart called the meeting to order at 7:07 pm

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

Others Present: Irene Murphy, Ron Mott

Past Minutes: September 2019 Motioned to approve by Jan Second by Barb

Financial Report: Abstract #5/ Voucher #19 (L7410.402/.410/.430) \$213.31 – Sandwich Board, Books, Office Supplies; Abstract #5/ Voucher #20 (L7410.411) \$103.75 – Processing Books; Abstract #5/ Voucher #21 (L210) \$10.00 – Petty Cash Adjustment Motioned to approve by Jan Seconded by Sue

Treasurer's Report:

Bank Balances:

 Checking (L200): \$12,423.00
 Misc. Savings (L201): \$25,840.00
 CD Citizens Bequest II (L202): -0-
 Wright Fund (L203): \$3,221.05
 Grant Money (L205): -0-
 Friedman (L206): \$9,663.70
 Petty Cash (L210): \$10

- Clarification was requested by Irene relating to the vacation policy approved at the last board meeting. Certain aspects of the policy were not included, such as the time frame and a carry forward option. The vacation year is aligned with the fiscal year and no carry forward is allowed for vacation time awarded and not used during that fiscal year.
- Discussed ways of finding substitutes to fill in when other employees are out. This could be either volunteers or a paid position.
- The library received two additional checks to be added to the existing Friedman funds. \$300 came in from Jonathan Friedman on September 17th and another \$300 came in from his sister Carol Bromer on September 19th. The total amount of the Friedman funds is \$10,263.21.
- Discussed putting the Friedman money, as well as the Wright Fund money, into separate CDs. We will obtain current CD rates from the local banks, keeping in mind that interest rates are trending downward. Any accounts we set up should have two authorized signers (Clarissa and someone from the library board).

Requests for Treasurer:

*Amend current budget to reflect 12 hours of vacation pay awarded to each employee.

Director's Report: *The StoryWalk posts will be repaired by the Scouts per Barry Haney, Scout Master. Repairs will be done now or next Spring. They brought 3 additional stories for the StoryWalk collection.

*Submitted the E-rate paperwork to Four County on Oct 15, 2019.

*Community Events Grant paperwork was submitted to Otsego County.

*Sent a letter to Unatego Central School requesting release of tax levy money. Received a check for \$23,252.10 on October 10, 2019.

*Income earned from the Autumn Fest on October 6th: \$98.25 from book sales and \$5 from the sale of book bags (1 @ \$5 each).

*\$71.70 deposited for September book sales, fines, fees and donations.

*Still waiting on the window replacement. According to Ed Frazier, the supplier told him that the manufacturer was to ship the new window the week of September 30th. Will follow up with Cohen and Frazier for an update.

*Adjustments have been made to the computer dividers and they are now complete.

*Questioning if a lock can be put on the door going into the basement. Concerned that with an unlocked door there is a risk that a child could go into the basement from the bathroom.

*Have information on early learning backpacks that would be appropriate for the Strengthening Young Families grant money received from Four County back in June. The Early Childhood Resource Center has Sprout Early Learning Backpacks that cost \$60 each (shipping and handling is extra). Each backpack is appropriate for a certain age group and contains books, games and toys for that age group.

*August hours Marc 49; Irene 55

Next Meeting: November 18, 2019 7:00pm

Motioned to adjourn: 9:25 pm by Sue Second by Beth