

Unadilla Public Library  
Regular Board Meeting  
Date: September 16, 2019

**Call to order:** President Sue Barnhart called the meeting to order at 7:09 pm

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

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

**Past Minutes:** August 2019                      Motioned to approve by Barb    Second by Andrea

**Financial Report:** Abstract #4/ Voucher #16 (L7410.411) \$100.00 – Processing 200 Books;  
Abstract #4/ Voucher #17 (L7410.410/.430) \$74.66 – Books, Office Supplies; Abstract #4/  
Voucher #18 (L7410.402/.405) \$29.00 – reimburse fan, stamps    Motioned to approve by Jan  
Seconded by Andrea

**Treasurer's Report:**

**Bank Balances:**

                                    Checking (L200): \$13,869.93  
                                    Misc. Savings (L201): \$25,838.88  
                                    CD Citizens Bequest II (L202): -0-  
                                    Wright Fund (L203): \$3,221.05  
                                    Grant Money (L205): -0-  
                                    Friedman (L206): \$9,663.21  
                                    Petty Cash (L210): \$10

- The CD at Citizens Bank was closed on August 22<sup>nd</sup>, 2019 and the money was deposited to the savings account at NBT (L201).
- Library Trustees went into executive session to discuss personnel matters. Decisions for library personnel were set. Motioned to approve by Jan    Seconded by Andrea

**Requests for Treasurer:**

                    Still need to post an increase to petty cash to show a balance of \$20. This is open from our last fiscal year.

**Director's Report:** \*Submitted the Summary Reading Program Summary for this year to Four County.

\*Was able to determine that the number of holdings at the library is currently 10,185 bar-coded items.

\*Submitted reporting requirements to the Community Foundation of Unadilla to show proof of grant spending.

\*Working on the reporting requirements for the \$500 Community Events Grant award received from Otsego County.

\*\$103.75 to be deposited for August book sales, fines, fees and donations.

\*The 2019-2020 4CLS Service Cost Sheet contract is due back to Four County by October 3<sup>rd</sup>. A motion to keep the same services that we have for the current contract year was made by Jan and seconded by Sue. They are:

Automation	\$2,652 (decrease from \$2,724)
Video Circuit	200 (same)
Download Zone	50 (same)
Research Center	115 (same)
Movie Licensing	176 (increase from \$167)

\*Provided an update on the computer dividers. The Village does not want any non-Village employees to be in the basement due to liability reasons. This was explained to David York, who was in the process of finishing the adjustments that were previously requested. At this point David York has taken the project home to complete.

\*Have had some communication from Ed Frazier regarding the broken window. The window broke when it was being installed during the remodeling. Cohen & Frazier is supposed to replace it. Ed Frazier is waiting to receive a replacement window from the vendor.

\*August hours Marc 46; Irene 70

**Next Meeting:** October 21, 2019 7:00pm

Motioned to adjourn: 9:00 pm by Sue Second by Jan