

Unadilla Public Library  
Regular Board Meeting  
Date: May 18, 2020

**Call to order:** President Susan Barnhart called the meeting to order at 7:22 pm

**Trustees Present:** Susan Barnhart, Andrea Edwards, Barbara Lennon via phone, Beth Baldwin

**Absent:** Janet Povlock

**Others Present:** Irene Murphy

**Past Minutes:** March 2020                      Motioned to approve by Susan Barnhart

Second by Andrea Edwards

**Financial Report:** Abstract #12/Voucher #34(L7410.410/.412/.430) \$93.45 – Books, Videos, Office Supplies (StoryWalk supplies); Abstract #12/Voucher #35 (L7410.410) \$295.00 – Books, Puzzles; Abstract #12/Voucher #36 (L7410.407) \$550.00 – Directive Annual Bill 2020-2021

Motioned to approve by Andrea Edwards Seconded by Susan Barnhart

**Treasurer's Report:** Tabled due to open bank statements (see Requests for Treasurer below)

**Bank Balances:**

Checking (L200): \$31,520.52  
Misc. Savings (L201): \$20,822.01  
CD BOC Bequest II (L202): \$5,041.99  
CD BOC Wright Fund (L203): \$3,235.28  
Grant Money (L205): -0-  
CD BOC Friedman (L206): \$10,308.48  
Petty Cash (L210): \$20

- Irene Murphy updated the board members on the weekly director's meetings which address the re-opening of the libraries within the Four County Library System. Feedback was requested from Four County, and as one of the smaller libraries in the system, we would like to start with a curbside pick-up option for books, videos, and other materials. We must post our re-opening policies (i.e. masks, social distancing), and have a plan for cleaning, while also providing hand sanitizer and wipes for patron use.
- Discussed the draft of short and long range plans as prepared by Susan Barnhart and Irene Murphy. Suggestions for changes to the draft were made with the hope of having a plan in place by June 1<sup>st</sup>, 2020. The plan should be updated annually to remove items completed, and to add or delete other items as deemed appropriate.
- Further discussion ensued regarding "negative items" in certain expense categories where we have already spent more than what was budgeted. We can reclassify L7410.102 Personnel Services Summer Program to L7410.103 Library Assistant since no summer program personnel expenses were incurred during the year. Negative items in all expense categories can be reclassified to L7410.413 4CLS Services. Open invoicing for 4CLS to be researched by Irene Murphy. If necessary, 4CLS expenses to be accrued.

**Requests for Treasurer:** Need December 2019 & March 2020 bank statement for NBT Savings Account (L201).

Income from printing charges was posted to miscellaneous (L2770). Please reclassify March 16<sup>th</sup> (\$13.75), January 26<sup>th</sup> (\$9.25) and December 23<sup>rd</sup> (\$1.65) to computer fees (L1255).

Abstract #12/Voucher #35 (L7410.410) \$295.00 approved for payment, but reclassification needed since not all items will be put in the library collection. Please reclassify \$290 from books (L7410.410) to miscellaneous (L2770).

**Director's Report:** \*\$13.50 given to Clarissa Riker on April 8<sup>th</sup>, 2020 to be deposited for March book sales, fines, and fees.

\*March hours Marc 55; Irene 56

\*April hours Marc 54; Irene 52

\*Annual report to the community was completed. Copies will be made available at the desk and for placement at the post office.

\*Because of the Covid-19 pandemic, none of our typical summer programming will be offered. Virtual programming options are being explored instead.

\*Marc to paint StoryWalk posts, although not sure if they will be put up this year.

\*Grant application to the Community Foundation of Unadilla is due on May 17<sup>th</sup>, 2020. One idea is to request funding for laptops and/or tablets. Will request quotes from Directive and Country Computers.

**Next Meeting:** June 15, 2020 7:00 pm

Motioned to adjourn: 9:20 pm by Beth Baldwin    Second by Susan Barnhart