

Unadilla Public Library  
Regular Board Meeting  
Date: February 15, 2021

**Call to order:** President Susan Barnhart called the meeting to order at 2:17 pm

**Trustees Present:** Susan Barnhart, Andrea Edwards, Janet Povlock, Beth Baldwin  
Barbara Lennon (by Zoom)

**Others Present:** Irene Murphy, Ron Mott (by Zoom)

**Past Minutes:** January 18, 2021      Motioned to approve by Susan Barnhart    Second by Janet Povlock (with additions of: the Annual Report due date March 1, 2021 and most of the local history books in the Halsey room are barcoded – need to get the list of the Halsey Books on the website add to the Director's Report)

**Financial Report:** Abstract #9/ Voucher #21 (L7410.410) \$36.75 Amazon books \$53.70; Abstract #9/Voucher #22 (L7410.411) 4CLS Book Processing Books and cataloging \$67.25 and (L7410.413) 4CLS Download Zone \$50      Motioned to approve by Andrea Edwards    Seconded by Susan Barnhart

**Treasurer's Report:** Motioned to approve by Susan Barnhart    Second by Janet Povlock

**Bank Balances:**

Checking (L200): \$50,707.13  
Misc. Savings (L201): \$21,125.16  
CD BOC Bequest II (L202): \$5,108.23  
CD BOC Wright Fund (L203): \$3,277.77  
Grant Money (L205): -0-  
CD DOC Friedman (L206): \$10,443.90  
Petty Cash (L210): \$30

- Andrea Edwards suggested that all emails include Unadilla Public Library in the subject line in order to be able to retrieve more easily from our personal emails.
- It was suggested we look into ordering personalized thank you cards and allow space for a written note and signatures. Will be sending them to donors to let them know what the Library did with the donated money.
- More information is needed to adequately insure the Halsey Room collection, e.g photographs and appraisals of the collection, and consultation with the Village's insurance agent, as well as finding out how other libraries are insured.
- Budget worksheets were distributed to be discussed at the next meeting.
- Motion was made to close the NBT account and re-open another NBT account with Clarissa and the Library Board President as co-signors on the account. Motioned by Beth and seconded by Andrea. For the next fiscal year, Beth will work with the Bank of Cooperstown to add Clarissa on the accounts held there.

**Requests for Treasurer:**

- Still need to do a modified budget transfer of \$2,600 from Library Maintenance to Special Items and fix the posting of the Chromebooks.

**Director's Report:** \* All of the Unadilla Times newspapers are now available online and accessible on the Library website ([unadillalibrary.org](http://unadillalibrary.org))

\* The yearbooks are not accessible for online access. 4CLS is trying to figure out how to put on the website.

\*The Annual Report is due March 1<sup>st</sup>. Most of Irene's portion is done. Will see if Clarissa can have her portion done by February 22<sup>nd</sup>, to allow members of the Library Board to review by email and approve by March 1. Irene will ask Steve Bachman about the EIN number. The Library has its own EIN. The Library has been using the Village's EIN.

\*\$138.60 was deposited for January: \$125.50 Book Sales, \$4.50 fines, \$5.90 prints, and \$2.70 donations.

\*January hours: Marc 48; Irene 51 (correction for a sick day for Irene will be made on February timesheet)

**Next Meeting:** March 15, 2021 6:30pm

Motioned to adjourn: 3:55 pm by Beth Baldwin Second by Andrea Edwards