

Unadilla Public Library
Regular Board Meeting
Date: September 20, 2021

Call to order: President Susan Barnhart called the meeting to order at 6:40 PM

Trustees Present: Susan Barnhart, Barbara Lennon, Beth Baldwin

Absent: Andrea Edwards

Others Present: Irene Murphy (Library Director), Ron Mott (Village Trustee via Zoom),
Stephanie Frazier

Past Minutes: August 16, 2021 Motioned to approve by Barbara Lennon
Second by Susan Barnhart

Financial Report: Abstract #4/Voucher #46 (L7410.410/.480) Amazon, books/craft supplies,
\$194.95; Voucher #47 (L7410.411/.430) 4CLS, Processing/Baby Yoda Library Cards, \$82.60;
Voucher #48 (L7410.407) Directive, IT fees, \$42.50 Total of Abstract #4 vouchers: \$320.05.
Motioned to approve by Barbara Lennon, Seconded by Susan Barnhart

Treasurer's Report:

Bank Balances:

NBT Checking (L200): \$39,959.12 (reconciled)
NBT Savings (L201): \$21,127.25
Principal amounts: Bequest I \$5,213.24
Bequest III \$1,910.28
Douglas \$5,006.90
CD BOC Bequest II (L202): \$5,130.12
CD BOC Wright Fund (L203): \$3,291.82
Grant Money (L205): -0-
CD DOC Friedman (L206): \$11,088.67
Petty Cash (L210): \$30.00

- Susan Barnhart and Beth Baldwin went to Sidney Federal Credit Union on Saturday September 18th to open CDs. The Friedman funds (acct L206), the Wright funds (L203) and the Bequest II funds (acct L202) were invested into separate 12-month CDs effective as of Monday September 20th. The interest rate is .30%. These CDs were to have three authorized signers – Treasurer Clarissa Riker, Board President Susan Barnhart and Board Member Beth Baldwin. Clarissa Riker will have to stop in and sign the necessary paperwork. At that point she will receive the actual certificates.

Sidney Federal Credit Union requires members to have a checking or savings account, which must have a minimum balance of \$5. Susan Barnhart funded the savings account with a donation of \$5.

- Discussion ensued regarding the savings account at NBT and whether we should move it to the savings account at Sidney Federal Credit Union, where rates are better for

money management accounts of a certain amount (\$2,500 and up, \$5,000 and up, and \$10,000 and up). A very small amount of interest is currently being earned on the savings account balance at NBT. No decision was reached yet.

- Discussion ensued regarding performance evaluations for library staff, and how staff could benefit from an annual evaluation. Ideas were shared with Irene Murphy for additional tasks that could be assigned to Marc Jackson.

Requests for Treasurer: Reclassify money received from the Community Foundation. L2705 should be \$960, L2707 should be \$1,500, L2708 should be \$4,500.

Director's Report:

- * Blinds were picked up from the Village Variety for the two windows near the computer workstations.
- * Library cards with the Baby Yoda design were received.
- * The Village Bountiful is interested in using the library for their monthly meetings.
- * Purchased some books from a former teacher – Diana Forta – to add to our collection and to use as raffle items or giveaways.
- * Have decided not to do a book sale for the Autumn Fest/Fall Fest at Johnson's Farm on September 26th.
- * Revenues received for August 2021 was \$64.25. Prints- \$20.70; Book Sales- \$9.30; Fines- \$27.70; Donation- \$6.55.
- * Received check from 4CLS for \$1,244.81 (\$1,243.91 for LLSA and \$.90 for fines).
- * August 2021 hours: Marc Jackson 59 1/2; Irene Murphy 61 (4 hours floating)
- * The Summer Reading Program Report was due September 15th and has been submitted.
- * Will allocate the Friedman Fund income for diversity books previously purchased. Plates will be put in the books identifying that the book was purchased from the Friedman Fund. Will also write a letter to Jonathan Friedman explaining what the money was used for.
- * Working on the "Hero Act" policy, which requires the library to have an Airborne Infectious Disease Exposure Prevention Plan.
- * Would like to schedule a workshop in order to finish the policies that need to be completed, including an update to the short and long range plans.
- * The date for the Library open house is set for Saturday October 23rd. Chuck D'Imperio is not available to speak on that date. Consider getting a musician to perform instead.
- * The village crew put up the StoryWalk in August. Plan to keep the posts up until early December. Hope to have a holiday story this year.

Next Meeting: October 18, 2021 6:30pm

Motioned to adjourn: 8:43pm by Beth Baldwin, Second by Susan Barnhart

Respectfully submitted: Beth Baldwin
10/16/21