

Unadilla Public Library
Regular Board Meeting
Date: May 15, 2023

Call to Order: President Susan Barnhart called the meeting to order at 6:45 pm

Trustees Present: Susan Barnhart, Beth Baldwin, David Lapointe

Absent: Barbara Lennon, Lois Baldwin

Others Present: Library Director Irene Murphy

Past Minutes: April 17, 2023. Motioned to approve by Susan Barnhart, seconded by David Lapointe.

Financial Report: Abstract #12/Voucher #41 (L7410.411/.411/.413) 4CLS – Processing/1st Qtr 2023 Cataloging Fee/'23-'24 Automation Fee \$3,149; Voucher #42 (L7410.404/.430) Country Computers & Publishing – Computer Supplies & Office Supplies \$24.00; Voucher #43 (L7410.480) Irene Murphy – Easter & Program Prizes \$85.85 Total of Abstract #12 vouchers: \$3,258.85. Motioned to approve by Susan Barnhart, seconded by David Lapointe.

Treasurer's Report: Tabled. See Request's for Treasurer below.

Bank Balances:

NBT Checking (L200): \$26,126.60
NBT Savings (L201): \$37,134.80
CD SFCU Bequest II (L202): \$5,256.15
CD SFCU Wright Fund (L203): \$3,372.66
SFCU MMA/Savings (L204): \$4,631.10
Grant Money (L205): -0-
CD SFCU Friedman (L206): \$11,664.06
CD SFCU Investment Fund (L207): \$20,333.04
Principal amounts: Bequest I \$5,213.24
Bequest III \$1,910.28
Douglas \$5,006.90 (for biographies)
Petty Cash (L210): \$30.00

(CD's mature 5/22/25)

- Reviewed detail of revenue and expenses and remaining balances for the fiscal year ended May 31, 2023. Some budgeted items have not yet been spent. Irene Murphy to contact The Daily Star about ordering the newspaper subscription previously approved by the Board.
- The Board will ask Clerk-Treasurer Jones to attend the next library board meeting, seeing that it is the end of the fiscal year.

- Susan Barnhart would like to get feedback on the evaluation forms previously sent this year and prior. We need to pick an evaluation form for both the Library Director and Staff with the intention to use these forms this year.
- Discussed and approved the Harassment Policy and the Trustee Education Policy. Had questions about the Internet Policy. Will review and approve at a later date.

Requests for Treasurer: Please make sure the financial reports are all printed the same day. Changes to any account will normally impact more than the trial balance report. The total earned per the Detail of Revenues did not (but should) agree to the L980 Revenues account. **Also**, please note that the total of the SFCU Business Savings and SFCU Business Money Management accounts must equal the L204 SFCU MMA/SVGS general ledger account.

Director's Report:

- Changed the date for Pete & Chris Amusements to Tuesday, August 8th, 2023 at 1pm.
- The book sale held in conjunction with the 4Towns Forward Community Yard Sale event held Saturday, May 6th brought in \$144.25.
- The grant application for the Community Foundation of Unadilla is due May 19th. Discussion about seeking funding for some of the summer programming.
- Will ask the mayor about hanging baskets for the Community House. All agreed that the Library would pay for flowers if the Village can't.
- Revenues received for April 2023 were \$46.50. Prints- \$9.50; Book Sales- \$30.00; Donations- \$2.00; Fundraising \$5.00.
- Received another tax levy check from Unatego Central School for \$2,928.45.
- April 2023 hours: Irene - 55 (2 floating), Marc - 54
- The current draft of the annual report brochure was circulated. Changes were proposed. Board approved annual report brochure with changes.
- Our agent at NBT Insurance is asking if we would like to review our insurance coverage. The insurance policy will be renewing for the June 30, 2023 – June 30, 2024 policy period. There are no expected changes to the coverage. The bill will come a couple weeks before it is due.
- Two children and one adult attended the spring seed planting and craft event on Saturday, May 13th, 2023.

Next Meeting: June 19, 2023 6:30 pm – regular monthly meeting

Motioned to adjourn: 9:05pm by David Lapointe, Second by Beth Baldwin

Respectfully submitted: Beth Baldwin
6/13/23