

Unadilla Public Library
Regular Board Meeting
Date: December 18, 2023

Call to Order: President David Lapointe called the meeting to order at 6:50 p.m.

Trustees Present: David Lapointe, Beth Baldwin, Susan Barnhart

Absent: Lois Baldwin, Barbara Lennon

Others Present: Library Director Irene Murphy

Past Minutes: November 13, 2023. Motioned to approve by David Lapointe, seconded by Beth Baldwin.

Motioned to approve the written minutes of December 18th by David Lapointe, seconded by Susan Barnhart.

Financial Report: Abstract #7/Voucher #45 SYNCB/Amazon (L7410.412) \$61.58, 7 DVDs (holiday movies).

Voucher #46 SYNCB/Amazon (L7410.412) \$11.25, holiday DVD.

Voucher #47 SYNCB/Amazon (L7410.430) \$38.70, laminating paper.

Voucher #48 Four County Library System (L7410.411) \$45, processing 45 books.

Voucher #49 SYNCB/Amazon (L7410.410) \$27.38, lost book replacement.

Total of Abstract #7 vouchers \$183.91. Motioned to approve by David Lapointe, seconded by Beth Baldwin.

Treasurer's Report: Motioned to approve by Beth Baldwin, seconded by David Lapointe.

Bank Balances:

NBT Checking (L200): \$6,073.05

NBT Savings (L201): \$43,142.26

CD SFCU Bequest II (L202): \$5,339.97

CD SFCU Wright Fund (L203): \$3,426.46

SFCU MMA/Savings (L204): \$4,637.75

Grant Money (L205): \$300.04

CD SFCU Friedman (L206): \$11,850.08

CD SFCU Investment Fund (L207): \$20,657.31

Principal amounts: Bequest I \$5,213.24

Bequest III \$1,910.28

Douglas \$5,006.90 (for biographies)

Petty Cash (L210): \$30

(CD's mature 5/22/25)

Requests for Treasurer: Per the trial balance, the payroll liability due to the village is still outstanding from several months ago. Please remit, as needed. Also, need an update on the library's Annual Update Document (AUD).

Business:

- We have obtained current CD rates from NBT. Kelly Jones has been told that the rate for a 6-12 month CD at NBT is 4.25%. Beth Baldwin has separately heard that a not-for-profit entity recently renewed a 10-month CD with NBT for 4.75%. The library board would like to invest at the higher rate if possible.

Motion was made by Sue Barnhart, and seconded by Beth Baldwin, to invest \$40,000 currently in the NBT Savings Account into either a 10- or 12- month CD at NBT Bank with whichever has the highest interest rate. The CD should be opened for the Unadilla Public Library using the library's tax ID number. The CD should have (two) authorized signers – Clerk Treasurer Kelly Jones and Board President David Lapointe. Board all agreed.

- We will look into opening a new bank account at NBT- either a money market or savings account- to deposit the tax proceeds check.
- Beth will find out if the tax proceeds check will be considered new money if deposited into one of our existing accounts at NBT. Our checking account is a possibility. The Board agreed to deposit the tax proceeds check into the checking account for the time being.
- Approval of the 2024 Cost of Service Sheet. Automation \$3,188, Overdrive \$250, Movie Licensing \$185, Research Center \$115, Title Source \$0. Total \$3,738. We agreed to not renew the Video Circuit because patrons have not been taking out any of the DVDs recently received thru the circuit.

Director's Report:

- Did we want to purchase the standing cork board on wheels for \$140? Board all agreed.
- The December 2nd Santa Saturday event had 7 adults with 9 children.
- The December 16th Holiday Events had 1 adult with 2 children.
- The results of the Digital Content Plan we voted on last month was that 32 libraries voted yes, 6 libraries no. 4CLS will move forward with the plan. Our Overdrive costs will increase from \$50 to \$250 next year.
- November 2023 hours: Irene – 53 (with 2 hrs floating), Marc – 56.5 (with 5 floating).
- Received a tax levy proceeds check for \$27,036.86.
- Revenues received for November 2023 were \$12.90. Prints \$3.00, Book Sales \$7.00, Fines \$.50, Donations \$2.40.

Next meeting: January 15, 2024 at 6:30 p.m.

Motioned to Adjourn: 9:05 p.m. by David Lapointe. Seconded by Susan Barnhart.

Respectfully submitted: Irene Murphy, December 20, 2023.