

Unadilla Public Library
Regular Board Meeting
Date: 01/20/2025

Call to Order: President David Lapointe called the meeting to order at 1:05 pm.

Trustees Present: Jeanne Martin, Crystal Johnson, Sue Barnhart

Absent: Barb Lennon

Others Present: Library Director Irene Murphy

Past Minutes: December 16, 2024. Motioned to approve with revisions by David Lapointe, seconded by Crystal Johnson. Motion passed unanimously.

Financial Report: Abstract #8/Voucher #52- #56.

Voucher #52 Village of Unadilla (L200) \$1755.23 for December 2024 payroll.

Voucher #53 Kelly Jones (L7410.406) \$6.70 12/17/24 mileage; \$7.00 1/6/25 mileage; \$7.00 1/10/25 mileage.

Voucher #54 Irene Murphy (L7410.430) \$14.49 Lysol wipes; \$1.99 monthly planner; (L7410.480) \$10.00 stuffed animals.

Voucher #55 4CLS (L7410.411) \$35.00 December 2024 gift processing; \$34.00 Fourth quarter cataloging fee.

Voucher #56 Sync/Amazon (L7410.410) \$14.12 books; (L7410.430) \$67.84 office supplies.

Total for Vouchers #52- #56 \$1,960.37.

Irene reviewed vouchers #53- #56 with the Library Board which total less than \$300 therefore Irene will submit to Treasurer for payment. Board approval for all of Abstract #8/Vouchers #52- #56 will be tabled until the next meeting because the financial report was not submitted by the Treasurer.

Treasurer's Report: Not available, tabled until next meeting.

Bank Balances:

NBT Checking (L200): no statement available

CD SFCU Bequest II (L202): \$5,555.68 SFCU 12/31/24 statements

CD SFCU Wright Fund (L203): \$3,564.86

SFCU MMA /Savings (L204): \$4,636.13

Grant Money (L205): 300.08

CD SFCU Friedman (L206): \$12,328.73

CD SFCU Investment Fund (L207): \$21,491.73

Principal amounts: Bequest I \$5,213.24
Bequest III \$1,910.28
Douglas \$5,006.90 (biography fund)
CD NBT (L208): \$40,000.00 (int \$1,728.33)
NBT Money Market (L209): \$9,644.85
Petty Cash (L710): \$30.00
SFCU CD's mature 5/25/2025; NBT CD matures 7/6/2025.

Requests for Treasurer: In October the Board voted to amend the budget because in error we had omitted \$2,000.00 from L7410.440 Library Electronic Collections, please correct this on Detail of Expenditures page.

- Submit a copy of NBT checking (L200) to the Library Board each month with reports.
- The Library Board will need budget worksheets for our next meeting.

Old Business:

- Revisions to 12/16/24 minutes: regarding asked the Village crew to take out the StoryWalk; applications for library cards to go to students at the Unatego Elementary School; and Amazon Prime Enrollment meeting available through 4cls was discussed.
- Jeanne Martin will sign the "Oath of Office" with the Village Clerk asap.
- Irene questioned whether the Library Board determined how long we should keep copies of the Daily Star. Will review past minutes.
- Laurie McIntosh will purchase the old card catalog for \$75.00.
- David Lapointe will add himself as signor to SFCU accounts and remove Beth Baldwin.

New Business:

- Village clerk/ treasurer asked that we change the term floating hours to personal hours, the term the payroll uses
- David Lapointe had NBT CD (L208) rolled over for a 6-month term at 3.75% with a 7/6/25 maturity date. The interest earned (\$1,728.23) was deposited into NBT Money Market (L209).
- The stakes left in the ground from the StoryWalk are a safety hazard, is there anything that can be done to address this, something to cover them or make them more visible. Will have to take them down by November. It is hard to take the stakes out when the ground gets frozen.
- Discussed purchase of a puzzle table, tray or mat. Discussed new events for the Library to hold, how to find crafters available. Sidney Library held a book folding demonstration that was well attended.

- Crystal Johnson will help Irene with “Substack”.
- The Library Board voted to enter into Executive Session from 2:47 until 2:56 to discuss and wage increase for employees. David Lapointe to email Library Treasurer results of Executive Session.

Director’s Report:

- December 12th Holiday movie showing, no one attended.
- Got a quote of \$220.00 plus \$35.00 shipping to have 400 pages of Unadilla yearbooks sent to Advantage Archives for digitizing.
- December Revenues received: (L2082) \$57.00 book sale; (L2765) \$0.75 donation; \$50.00 Unadilla Chamber of Commerce ; (L1255) \$1.60 prints; (L1001) \$1,478.74 Tax levy; (L3840) \$149.32 LLSA; (L2765) \$5,000.00 donation from Tianaderrah Foundation. Total revenues for 12/2024 \$6,737.41.
- Discarded Book Sale will be 1/25/25.
- Irene did not attend the Amazon Prime Enrollment meeting through 4cls but will follow up with the information provided by 4cls to get enrolled in the Amazon Prime Business account available to libraries.
- December 2024 hours: Irene 58 hours – 12 hours (November hours) total 46 hours; Marc 46 hours with 6 personal + 7.5 (November hours) total 53.5 hours.

Next meeting: 2/17/2025 at 1:00 pm. Budget meeting to be held directly after board meeting.

Motioned to Adjourn: 3:10 pm. by David Lapointe, seconded by Crystal Johnson, all agreed.

Respectfully submitted: Sue Barnhart 2/3/2025