

Unadilla Public Library
Regular Board Meeting
Date: 12/16/2024

Call to Order: President David Lapointe called the meeting to order at 6:40 p.m.

Trustees Present: Barbara Lennon, Crystal Johnson, Sue Barnhart

Absent:

Others Present: Library Director Irene Murphy, Jeanne Martin

Past Minutes: November 19th, 2024. Motioned to approve by Barb Lennon, seconded by Crystal Johnson. Motion passed unanimously.

Financial Report: Abstract #7/Voucher #49 - #51.

Voucher #49 Village of Unadilla (L200) \$2,066.88 for November 2024 payroll.

Voucher #50 The Daily Star (L7410.403) \$339.00 subscription renewal.

Voucher #51 4CLS (L7410.411) \$39.00 November processing; (L7410.411) \$59.00 October processing.

Total for Vouchers #49 - #51 \$2,503.88

Motion to approve Abstract #7/Vouchers #49 - #51 by Crystal Johnson, seconded by Sue Barnhart.

Motion passed unanimously.

Treasurer's Report: for October 2024, corrections need to be made, tabled until next meeting.

Bank Balances:

NBT Checking (L200): \$32,436.89

CD SFCU Bequest II (L202): \$5,468.00

CD SFCU Wright Fund (L203): \$3,508.60

SFCU MMA /Savings (L204): \$4,640.22

Grant Money (L205): 300.08

CD SFCU Friedman (L206): \$12,134.15

CD SFCU Investment Fund (L207): \$21,152.53

Principal amounts: Bequest I \$5,213.24

Bequest III \$1,910.28

Douglas \$5,006.90 (for biographies)

CD NBT (L208): \$40,000.00

NBT Money Market (L209): \$13,838.69 (\$7883.55 actual)

Petty Cash (L710): \$30.00

SFCU CD's mature 5/25/2025. NBT CD matures 1/04/2025.

Requests for Treasurer: Correct L209, in September 2024 \$6,000 was moved from L209 to L200. 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.

Old Business:

- David Lapointe has November meeting minutes to show SFCU he can add himself as a signor and remove Beth Baldwin as a signor.

- There are still two uncashed checks; Storie Laurie \$400.00, Rob Thomas \$13.00.
- Discussed giving an application to get an library card to all the students at the Unatego Elementary School.

New Business:

- Crystal Johnson nominated Jeanne Martin for the vacant trustee position, David Lapointe seconded, all agreed and Jeanne accepted nomination. She will need to meet with the Village Clerk to sign the Oath of Office within 30 days.
- NBT CD \$40,000.00 matures 1/4/2025, Crystal Johnson motioned to have CD rollover with a 6-month maturity date, interest earned on CD should be deposited into NBT Money Market account (L209) seconded by Barb Lennon, approved unanimously.
- A copy of handwritten minutes will be left after each meeting for Treasurer.
- Discussed arranging a local author visit to the Library. (Dragon Lady)
- The Library Board voted to enter into Executive Session from 8:22 until 9:07 to discuss the Annual Evaluation of an employee.

Director's Report:

- December 7th (ornament making) 2 adults and 2 children attended; December 14th (craft) 1 child attended.
- Community Foundation report completed and sent back to them.
- November Revenues received: (L2082) \$14.00 book sale; (L2765) \$5.25 donation; (L1255) \$8.05 prints; Total revenues \$27.30.
- Holiday closings; closed 12/24-12/26 2024; 12/31/24 closing at 5 p.m.; closed January 1, 2025.
- Irene has started cleaning upstairs.
- Notified Travis Woods – Superintendent of the Village Crew to take down the StoryWalk when they had time.
- There is an Amazon Prime Enrollment meeting December 19 through 4CLS. An Amazon rep will talk through the process of getting a free Amazon Business Prime account to our library. Irene is going to get the Amazon Business Prime Account for the library.
- November 2024 hours: Irene - 38hr with 12 hr vacation (will need to correct December's payroll – was paid for 32hr + 18 vacation) Marc – 75.5hr with 6hr floating (will need to correct December's payroll – was paid 62 hrs + 6 floating)

Next meeting: 1/20/2024 at 6:30 pm. (changed to 1 pm.)

Motioned to Adjourn: 9:10 pm. by Crystal Johnson, seconded by David Lapointe, all agreed.

Respectfully submitted: Sue Barnhart 01/18/2025.