

# Mt. Morris Library Board Minutes

## Monday, January 22, 2024

Meeting called to order at 5:08 pm by President S. Gehrig

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: Gary Moore

Others present: Fernanda Astiz, Director

**Motion to approve** minutes from December 4, 2023 by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

### Treasurer's Report

- Renew CD at Five Star
- **Motion to approve** 2024-25 Budget by D. Todd, 2nd by C. Proctor: Motion carried (6 ayes)

### Director's Report

- **Motion to approve** Director's Report by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes)

### Old Business

- Reminder: Professional Development two (2) hours requirement starts again for 2024
- Bathroom upgrade update
  - Jim Olverd has been in to check area
- **Motion to approve** Disaster Response Policy by J. Privitera, 2nd by R. Rudney: Motion carried (6 ayes)
- Carpet cleaning estimate
  - Around \$800 - wait until construction work is completed

### New Business

- **Motion to approve** closure of library on Monday, April 8, 2024 by C. Proctor, 2nd by D. Todd: Motion carried (6 ayes)
- Livingston County Capital Improvement Grant of \$1,438 for ADA upgrades must be used by Dec. 31, 2024 as written in grant
- OWWL Library System supplemental grand of \$1,000 for ADA upgrades
- **Motion to approve** FFRPL Annual Grant Report by J. Privitera, 2nd by R. Rudney: Motion carried (6 ayes)
- Financial Controls: Purchasing/Procurement Policy and Petty Cash Policy will be worked on by J. Privitera and S. Gehrig

### Programming updates *(See Fernanda's Report)*

### Annual Sexual and Discrimination Training

- Case Study assessment with discussion

Executive Session: not needed

**Motion to adjourn** at 6:09 pm by D. Todd, 2nd by J. LaDelfa: Motion carried (6 ayes)

NEXT MTG: February 5, 2024 at **5:00PM**

## **Mount Morris Library Association**

**Dr. M. Fernanda Astiz**

Director's Report, January 22, 2024

### **Friends**

The Friends have been very generous in supporting our programs and needs. Niki has been coming to volunteer every Thursday from 11 am to 2 pm. She is developing two family-oriented programs with Kristina, one in anticipation of Valentine's Day and the other for Winter break.

Vickey continues to come every Saturday to assist Jane with library services.

### **Staff**

Jane, Kristina, and Shelly were evaluated in December. Fernanda was glad to offer encouraging evaluations to our library part-time staff. The sense of commitment and camaraderie they show is superior. Fernanda is fortunate to be working with such a group of excellent women.

Fernanda will be taking a vacation March 13-27. She will schedule part-time staff to cover her hours at the library and will leave all her tasks done before she leaves. She will be able to process payroll while away.

Fernanda agreed to serve as LCPLAC's Secretary. The next LCPLAC meeting is scheduled online on February 21 at 7:00 pm. Her name has also been submitted to become a member of the OWWL2go committee.

### **Technology/communication**

The newly purchased monitors will be installed on January 23.

The two phone lines were transferred to Spectrum Business in December. The cost of these lines is \$30 per line plus a one-time payment of \$99.

### **Building Upgrades**

The library should consider signing an annual contract for servicing the Heating and Air Conditioning systems. See the attached estimate.

Fernanda received two carpet cleaning estimates with almost no variation in their pricing. The price comes to almost \$800.

A second estimate for the ADA-compliant door openers was received. Find it attached.

The library needs to get rid of non-working appliances, pieces of equipment, and other materials to clear up space in the basement. There is a need for volunteers to assist in completing this job, which requires transportation.

### **Payroll, Budget, Grants, and Policies**

Several OWWL libraries are currently using and/or considering the services of ADP, a payroll online services company for small businesses. According to current library director users, beyond being cheaper than other options they had in the past, ADP easily integrates time tracking, scheduling, W-2 online access, taxes, and job costing into their platform. Fernanda wonders if comparable features are available on Bill.com.

The library is still in need of a couple of policies required to be submitted with the annual report to NYS. See agenda items. Sample policies were sent to Stephanie.

Obtained grants. See agenda items.

Fernanda submitted a grant application to Libraries Transforming Communities (LTC): Accessible Small and Rural Communities, Round 2, to be considered in both categories: \$10,000 LTC Access grant and \$20,000 LTC Access grant. This is an initiative of the American Library Association that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

**Reminder:** Tax cap Override Resolution needs to be passed before adopting next year's budget. Fernanda sent a sample resolution to Stephanie.

### **Programming**

Beyond the traditional library services, printing, copying, computer use, technology consultations, and faxing are, by far, the main reasons community members come to the library.

The library has a few patrons who take advantage of The Morning Joe's and the Newspaper/Magazine readership program.

The library continued the holiday tradition of offering candy to visiting patrons.

The holiday party and Santa's appearance went well. In our efforts to promote community literacy and education, we also offered information about other cultural and religious holidays.

The Spice Club continues to be successful. We have nine participants on average every month, including adults and teens.

The knitting and crocheting with Amber program picked up momentum during the holiday season. We now have four regular participants.

Fernanda continues to work with Spanish speakers on job applications and resumé development. Grab & Go programs for adults and children continue to be a big hit.

Storytime participation is at its lowest. Fernanda started the new drop-in Storytime and Playtime program. It is expected that Kristina will follow through. This program is primarily designed for those kids who come with their caregivers who need to work on the library computers. The library will soon advertise this Storytime option on Facebook and its website.

An application for 33 bilingual titles published by **Lectura Books** was submitted last week. Funding for this project comes from OWWL's Coordinated Outreach Services Budget, meant to support New Yorkers who are most in need and are often not regular library users. Selected libraries will receive bilingual books to add to their local collection at no cost. The selection process will evaluate library location, community needs, and participation in previous system-sponsored programs.

Fernanda applied to receive 100 Erie Canal Calendars. The shipment was received in late December and only four calendars are left.

Fernanda is currently working with Vince Wesner, a former schoolteacher and administrator from the Rochester area, to offer an ESOL program for migrant workers and Speakers of Other Languages. Fernanda and Kristina have been planning for the next Summer Reading Program. Fernanda plans to apply for a small grant to carry out the program.

Although the teen's board game night was a bummer, recent requests and conversations with adult patrons suggest that cards, as well as other board games, and/or trivia nights could be attractive options for many community members who want to play and socialize in town.

Respectfully submitted,  
Dr. M. Fernanda Astiz