

# Minutes of Bodman Memorial Library Board of Trustee meeting March 28, 2022

Attendance: Lynn May, Carol Weaver, Hamed Adaime, Liz Culbertson, Deb LaMora, Tracy Tanner

Meeting called to order at 7:02 pm

There were no visitors. There were no minutes to review of the December 2021 board meeting because there were not enough attendees for an official meeting.

Treasurer's report. Carol gave a report year to date for the first two months of the year. We receive revenue from the town in two installments: June and October, from the village in one payment: June, Jefferson County also comes in two installments later in the year, and the check from Indian River comes in November-December. The \$2,500. Projected revenue in the gifts/endowments line is assumed monies that will be donated by our Friends group. The memorial fund has projected amount of \$200, but is already four times that amount at \$830. from Sky Weaver memorial. Mr. Weaver also bequeathed \$1,000 to our library. Our contingency fund sits at \$20,000. and our checking account at \$36,186.

***Motion to accept the treasurer's report made by Deb LaMora; seconded by Liz Culbertson. All in favor***

Director's report. Tracy updated the status of the arrival of new computer desks and chairs. There are five new desks and six new chairs purchased with funds donated by friends of the library - \$3,000, and Bob Watson - \$500. They should be delivered around the beginning of April.

OATS stands for Older Adult Technology Services. Tracy completed the train the trainer series on March 17<sup>th</sup> with Senior Planet. Senior Planet is an organization that partners with AARP to help older adults learn technology skills. The second quarter for programming begins April 11<sup>th</sup> and she will hold several lectures and workshops. We have received a 75" TV from NCLS and stipend to cover costs associated with holding programs, example, extra staffing hours, materials. Tracy would like to hold some of these programs at senior housing locations such as Chase Harrington, or the apartment complex in Evans Mills. Antwerp library is also interested in having Tracy host some classes at their library also. At least one 5 or 10-week program needs to be completed before the end of the year 2022. Karen Leeson donated her snow blower to the library. It is important to keep communication lines open with the friends and suggested that a couple people from the board (and Tracy) hold a formal meeting with the friends in the summer. Tracy will create a form and a wish list to present to them along with library goals. Tracy would like to get new tables and chairs for the children's area next. The NYS annual report needed to be approved by the board of trustees.

***Motion to approve the 2021 NYS Annual Report made by Carol Weaver; seconded by Deb LaMora. Lynn May abstained.***

New business. There were three policies that needed to be reviewed and voted on. All trustees had been emailed a copy prior to the meeting.

***Motion to approve the Conflict of Interest policy made by Deb LaMora; seconded by Liz Culbertson. All in favor.***

***Motion to approve the Whistleblower policy with changes of the compliance officer being listed as the board president made by Dr. H; seconded by Deb LaMora. All in favor.***

***Motion to approve the Sexual Harassment policy made by Liz Culbertson; seconded by Dr. H. All in favor.***

Tracy met with a sales representative from Usherwood at the recommendation from Todd Batista, NCLS' IT manager. When switching over email addresses Todd had come out to the library to help with setting up our VoIP services with scanning and faxing. He discovered that our machine was severely out of date. This posed a security risk because after 5 years there are no firmware updates and leaves our network printer vulnerable to outside attacks. Tim Reid from Usherwood presented two options, a Cannon printer and a HP printer. Both are all in one machines and can perform all the functions of our current printer and then some. The Cannon has better printing quality and the Hp has more security features. Both are secure, efficient machines. With the lease option the machine will need to be paid in full before trading it in, or we would have to find another business to take over the existing lease, Tracy recommends purchasing the machine. Usherwood offers complete IT support and works directly with NCLS. They have contracts with NCLS currently as well as several other North Country libraries (Rodman, Cape Vincent, Henderson, TI Park, Ellisburg, Lowville, Oswego, and Watertown is in the works) Also, there is an option to pay a flat fee for a monthly service plan with a fixed number of copies, or have no quota and pay only for the copies we use. Either way, we would still be provided with toner, parts, labor, IT, and supplies (excluding paper) to keep the machine up and running. The board decided to purchase the new Cannon printer and go with no contract which is pay as you go.

***Motion made to purchase the Cannon imageRUNNER ADVANCE DX C3826i with no quota made by Dr. H; seconded by Liz Culbertson.***

Carol Weaver would like to designate memorial funds from Sky Weaver towards the purchase of a new copier/printer. At this point in time there is approximately \$1,600. to use towards the purchase. Tracy will upload the library's current 5-year plan in the shared folder in Google Drive for board members to review as it is time to start working on a new one. The next board meeting is Thursday June 16<sup>th</sup> at 7PM.

Old Business. None.

***Motion to adjourn the meeting at 8:06 pm made by Carol Weaver.***