

Minutes for September 15, 2022

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

Meeting called to order at 7:00 pm

Approval of the March minutes (no meeting in June)

Motion to approve the minutes made by Carol Weaver, Seconded by Deb LaMora

All in favor

No visitors

Treasurer's Report:

Carol reported on the financials. Jefferson County income came in a little over budget. \$4500 from the Town came in August and we will get the second \$4500 in October. The memorial fund ended at \$2,220 and \$2,120 was all from Sky both from his donation and from others. That was moved to the general fund when the copier came and the library's cost was approx. ~\$1,800 which came out of contingency. The checking balance is around \$14,000, but our school money comes in November-December to replenish. There was \$1,000 unexpected expense with the lights, but financially we are in good shape.

Motion to approve the treasurer's report made by Deb LaMora, Seconded by Liz Culbertson. All in favor

Director's Report:

Tracy brought up the differences between SCOLA and MANGO. MANGO is approx. ~\$1,000 vs the \$800 quoted from SCOLA but the main difference was learning a language vs learning the culture. Also, the statistics reporting for SCOLA is not ideal; it is based on GB usage instead of unique log ins which means there could be only one or two patrons actually using the database. It was decided to switch to MANGO to try it out for a year. This is only available to Philadelphia patrons.

Motion to end our annual subscription with SCOLA and start a new annual subscription with MANGO made by Deb LaMora, Seconded by Dr. H. All in favor.

Proposals will be made for the FOL for upcoming requests. Copier is running smooth. Senior tech programming will be starting October 11. NCLS gave us a 75" TV to use and they have iPads and chromebooks to loan for courses and workshops. Tracy will be instructing some classes in Antwerp with their laptops. This is to offer additional locations, but patrons from any library are welcome. Tracy is conducting 2 courses, Computer Basics (10 weeks) in Antwerp, and iPad Essentials (5 weeks) @ Philly in addition to several lectures and workshops.

Fundraising ideas for 2023 – a band with food truck, golf tournament, clam bake, chicken BBQ. The food truck idea probably needs the least volunteers, but if they are willing to donate 10% of their profits the library could make some money and bring the community together. Lynn said that if we keep it on the legion grounds they are covered with alcohol and we can use the pavilion.

Jessica has taken on full time employment and put her resignation in writing. To avoid future problems with employees who no longer work at the library it was decided to create an off boarding policy.

A motion that Tracy writes the policy regarding employees made by Liz Culbertson, seconded by Dr. H. All in favor.

Tracy will work on creating a draft for board review that she will email for recommendations and changes. At this time Tracy is not looking to hire anyone new because the library will be switching to a new ILS at the beginning of 2023 and it would be too much time and training to teach someone twice. Liz mentioned stating that a person must work a certain amount of hours every week in order to be considered an employee. Carol mentioned that if Tracy was feeling burned out from being the only one working the library is open 3 hours over the minimum standards and she can take a break if needed.

Carol mentioned looking at the library's 5-year plan also.

There was talk about how the library has helped people with many unique tasks.

Lynn mentioned the bathroom sign. Tracy mentioned the unpleasant odors that linger when patrons use the bathroom and Liz brought up having Cook's install a vent fan. Tracy also mentioned the toilet flushes slow and has had problems with overflow. Lynn said to buy yeast (Rid X) and dump it in the toilet once a month.

A motion made to have a vent fan installed in the bathroom made by Liz Culbertson, seconded by Carol Weaver. All in favor.

Next meeting will be December 8th at 7:00 pm.

Meeting adjourned 7:56 pm.