

Darwin R. Barker Library Association Board

August 19, 2020

Meeting held in Steele Room

Members Present: David Dengler, Linda Prechtl, Jon Weekly, Jeff Adams, Mark Twichell, Michelle Twichell, Kathy Peterson, Maureen Saunders, Michael Sheehan, Librarian Sara Hart, Museum Curator Max Walters

Village Representative: Trustee Jim Lynden, present.

Town Representative: None

Meeting called to order 4:00 pm

President Dave Dengler welcomed Village Trustee Jim Lynden to the meeting.

Minutes: approved. Kathy moved to accept, Mark seconded, all in favor.

Correspondence: None

Treasurer Report: Sara reported as of July 20, 2020 spending by the library is down due to not purchasing as many books, salaries, copier money is down since library closed its doors. We're taking out more money from Morris Miller Trust putting it into the Library expenses and also spending this increase on the Museum payroll, expenses for Museum. Sara questioned this transfer of money to Museum.

David asked about what the Professional Fees were for? Sara said she thought it was for Mackowiak Audit or Joyce. She will look into the answer for our next meeting.

The board will determine what information will be shared with the Village regarding funding expenditures. Sara has provided a copy of the library budget for the past several years. Sara emailed Village Treasurer Ms. LeBeau. Sara would be in touch with her after our meeting today.

Librarian Report:

The curbside pick up service is increasing hours for the following days: Tuesday: 10-8 and Wednesday-Saturday: 10-5. Circulation numbers from June 23 to June 30: 257: July: 1401: August 1-August 14: 515.

Sara has been working on a schedule for when we reopen which will be finalized when reopening commences. Hours of operation will be around 20-25 hours per week. Extra sneeze guards have arrived so now the circulation desk is thoroughly protected. Staff is pleased with the guards.

Construction grant has to be decided by the board on the start date. Three projects have been awarded. Can the project start before the funds are awarded to the Library account? The grant will pay for 75% of expenses and Library will pay for the remaining 25%. It would be good to have the two projects (replace gutters, replace front door to Library), before inclement weather sets in.

Sara will look into a new phone system with DFT. She believes we need a remote phone system.

D'arsie Manzella has given her notice and her last day will be August 27th. Sara does not feel the need to replace her since we have limited hours for coverage. Once things normalize and we are reopening our usual hours then additional staffing might need to be addressed.

Museum Curator Report: mixed success with the Saturday Demonstrations. A total of 30 people has signed the guest book since the start of the demonstrations. This number represents more people signing than we received in the past.

4 Museum memberships have been sold. Max is working on coming up with perks for joining as a Museum member with providing a genealogical survey going back 4 generations of their family members that lived in Fredonia with information on where they lived. A short narrative will be provided to new members.

Working on a newsletter for the Museum.

\$200 was donated for items available from the Museum.

The new Intern has completed 2 oral histories with more happening soon. Intern is helping with cataloguing items in Museum collection. Max has made 400 artifacts accurate since beginning in February. The intern is helping and has catalogued 200 since last month. Research requests have been received. Questions have been coming in about various information and donation information regarding topics about Mark Twain, WCTU and family.

David asked how donations are being handled. Are we accepting everything donated? Max reassured him there is a policy in place to accept donations that have a historic relevance to Fredonia and those that are not are being sold to benefit Museum with permission from donator.

Pass Perfect will be available on line once we get a website.

Garbage is being picked up on Friday. Max spoke with Department Head of Streets about this to solve problem of when the garbage will be picked up.

Village Representative: Trustee Jim Lynden spoke about the request from the Village of Fredonia about reporting to the Village Treasurer Ms. LeBeau a purchase order needed quarterly in order to receive budget funds. He reported the Village approved the amount of \$55,000 for the Library/Museum for 2020. The board needs to submit an expense for the quarterly amount of \$13,500 beginning for the first quarter. Kathy along with Michelle and Mark questioned why we have to supply our budget information since we never had to do this in the past. Trustee Lynden reported that the Village is under a new way of reporting funds that are given to a not for profit for their use. Sara will speak to Ms. LeBeau and cc the Library Board about her findings on what information on the budget is being requested. The Board would like to provide information quarterly on the amount of \$13,500 being used. Sara will let the Board members know how this will be handled. Board members agreed we should only give budget information for the amount requested (\$13,500) this can include salaries of both Library and Museum salaries and equipment purchased by both. Max will need to work with Sara on the information from the Museum to provide costs quarterly.

David and the board thanked Trustee Lynden for explaining this new way of handling monies received from the Village.

Old Business: Sara reported a check of \$500 was given to Gugino Plumbing so they may order a UV filtering system for the Library. It will take about one month to receive this and install it. The balance of \$500 will be paid once the UV filtering system is placed. The total amount of \$1,000 is being donated by The Friends of the Library.

Re-opening plan will be looked at to start after Labor Day. The board agreed to take a look at the number of Covid cases reported then. All board members will respond by email on this decision.

Staff is requesting that if the UV filtering system is not installed at the time of the re-opening, they would like not to use AC and open windows also use fans to circulate fresh air.

Mark reported about requesting funds from M&T to be transferred to CCCF. He was not successful sending this request as it got lost in their system. He spoke once again to the representative Amy and she requested to send the letter directly to her at Willimington Trust. That was 3 weeks ago and he still hasn't received any information from Amy. He will contact her again to see if she did receive the letter.

New Business: Mark and Jeff of the Museum Committee wish to remove the shrubbery that is over grown and is high maintenance surrounding the Museum in the front and on the side of the building. People are leaving trash and defecating behind the bushes. They wish to hire a landscaper to dig up bushes and make new plantings will get a quote for the next meeting. We need to spruce up the Museum building since we will be celebrating it's 200th anniversary next year. The Museum Committee will be working on this celebration.

Mark suggested that we provide the Town of Pomfret an accounting of our expenses from their annual budget appropriation, similar to how we agreed to comply with the Village's request.

Kathy reported the Preservation Society will share their newsletters with Max. She said Barb Joy has these letters and will make them available to Max.

David reported that at our September meeting we will nominate a slate of officers to be sworn in at October meeting. Also, by-laws will be worked on at the next meeting in September. He suggested anyone who wants to be on the nominating committee to contact Vice President Linda Prechtl before our meeting in September.

Kathy moved to end meeting, Mark seconded.

Next meeting: September 16, 2020 Steele Room

Meeting Adjourned: 5:08

Respectfully submitted,

Michelle Twichell, Secretary

