

Darwin R. Barker Library Association Board

September 16, 2020

Meeting held in Steele Room

4:00pm

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

Village Representative: Trustee Jim Lynden, not present

Town Representative: Christopher Schaeffer, not present

Meeting called to order 4:00pm

Minutes: Maureen was not at last meeting, asked to correct this in minutes.

Correspondence: None

Treasurer Report: David had questions about the Library assets and the Museum assets and accounts payable from the Museum. The board agreed to speaking with Joyce about this with Accounts payable specifically to the Museum. Have a Museum board member speak to Joyce about this before our next meeting. Clarified Joyce's pay is listed under Accountant Service. Professional Fee is related to Johnson Mackowiak audit. Sara offered to send out payable accounts balance if we wish.

Librarian Report: Jan D. said there will be a 20% reduction in the LISA funding. It will be less. Projects lined up and our cost with the construction grant. Toilet is fixed.

Carries program from the summer was passed out, Library friends donated for the PPE.

August circulation was down. Covid had affected this. Book releases have been stalled because of the Covid.

Reopening plan was reviewed by David and Sara. Cleaning is an issue since our cleaner doesn't work Saturdays but Sara can handle this.

Positive about no Covid reporting in Libraries. The building and staff will be ready to reopen. Fewer people shorter amounts of time will be available. One hour for computer use. No games or puzzles are out so there is no reason to hang out. Staff will help out best they can from a distance. People should not linger and wear their masks. All board members agree to this. Order your books ahead of time and they do not need to hang around for hours. We were wise to wait until College started to see how Covid stats went before opening. We will open a week from today. A soft opening will start the reopening.

Sara is concerned about the strategic plan. The sustainability, funding, building, programs. The Library side has been getting a lot of TLC from grants. Suggested looking into health care for director, curator. Sara will reach out to Jan to find out more information about it. Annual meeting in October we will talk about all this in the strategic plan. Operations, job descriptions, programs should be the 3 pillars as per

Jeff. Personal policy should be reviewed also. Worked on it 3 or 4 years ago. Every year we have to review Discrimination and Harassment Policies.

Linda: She and Mark worked on the Nominating Committee and reported the following: David Dengler for President, Linda Prectl; Vice President, Mark Twichell; Treasurer, Michelle Twichell; Secretary. These are one-year appointments and will be voted on at next meeting. David, Kathy and Mike terms are up next month and will have to be voted on in October for their reappointment to the board (3-year terms). By-laws will be reviewed by Mark, David and Linda. Amending them will be discussed at the next board meeting.

Museum Curator Report: Reopening plan was reviewed with Sara. Five people at a time, one-hour limit. Will staff volunteers including cleaning and what needs to be cleaned. Schedule a week ahead of time so he can schedule volunteer.

Questionnaire will be provided for people. Will follow up and send out the plan to all board members. Will provide PPE for visitors and volunteers. Changing exhibits, redoing exhibit about the 3 Cushing Brothers to include their lives in Fredonia.

Thanks to Kathy Peterson for getting the Museum to set up on Saturdays at the Farmers Market. Noticed an increase in visibility for being at market. Element of people learning that the Museum is there.

2 new memberships. Perks for memberships will include 4 generations of genealogy work or research history about their house. Something more tangible for new members.

New volunteer has helped with the textile sorting. Display value, what cannot. Review if they have any historical value or have a restriction on them and separating those that we can deaccession the ones we can remove. Sell them or donate them to museums that have relevance to items or ask college if they are interested in them for their costume department. There are about a 1/3 that are not worth saving and have no historical value. More space will be available for us by doing this.

Full inventory of our archives. Intern and Max are checking to see if items that are on the computer are in the location where it says they are. Making a list from past perfect to see what's missing. Plans on moving archives to storage room upstairs in one room that is being cleared out of textiles. Intern is being used to help since she is familiar with this project. Easier to take care of with climate control. Remove books that need to be deasseccion because of condition and no relevance to us. Focus on collection that have value to us. Missing or not located are items such as Catherine Cushing's wedding dress, mourning dress. Will try to locate these items. Archiving paper documents.

Old Business: David requested Sara not to send out our audit to the Village. All board members agreed to this.

Landscaping report will be given by Mark at next meeting. He and Jeff will be contacting landscapers to discuss project.

New Business: Mark will contact Joyce in regards to the Library/Museum funds. He will also contact the Village and Town about information requested by them in regards to financials.

By-laws will be reviewed and approved at next meeting along with elections of officers.

Next meeting: October 21, 2020 Steele Room at 4:00pm

Meeting Adjourned: 5:00pm

Respectfully submitted,

Michelle Twichell, Secretary