

Darwin R. Barker Library and Museum Association Board

November 18, 2020

Meeting held in Steele Room

4:00pm

Members Present: Linda PrechtI, Jon Weekly, Mark Twichell, Michelle Twichell, Jeff Adams, Maureen Saunders, Librarian Sara Hart, Museum Curator Max Walters

Members Absent: David Dengler, Kathy Peterson, Michael Sheehan

Village Representative: Trustee Jim Lynden, absent

Town Representative: Councilman Christopher Schaeffer, absent

Meeting called to order 4:00pm Vice President Linda PrechtI called meeting to order in President David Dengler's absence.

Minutes: accepted by Jon seconded by Mark all in favor

Correspondence: none

Treasurer Report: M&T denied our request to transfer funds to NCCF. Accountant and NCCF board member Rick Johnson is helping us with this transfer request. Mark will contact him to see how he can help us.

The Village auditor agreed we are probably not a component of the Village. Mark sent the auditor a copy of our lease. We haven't received confirmation in favor from the Village Treasurer.

Mark suggested a split of funds received from the Village and Town for operations between the Library and Museum to be proportionate to the budgets of each.

This suggestion was approved with Mark making a motion and Jeff seconding the motion. All members approved.

Mark will talk to Joyce about this split.

Library Report: Bathroom sink and fountain have been repaired and cleaned. The cost to have the fountain emptied and cleaned was around \$500. There has been some reassessment of the entrance and final quote has been drafted. The cost for supplies, et., is \$9,956.32 and labor to install is \$1,455. The door installation total will be \$11, 411.32. An attached copy of the quote was attached for all board members to review. Mike's Seamless Gutters has been contacted and they added the gutter job to their calendar. The first payment from the NYS grant was received (\$9,500) and the remaining 10% (\$1,060) will be awarded after all projects are completed.

Jeff requested that Sara inform him when Mike's Seamless Gutters come to the Library because he would like to talk to them to see if the cost has risen.

Gugino Plumbing are expected to receive the UV filter system and it will be installed any day now.

The Library has been pretty quiet with patrons respectful of the new rules.

A copy of the 2020 budget was sent to all board members with a reflection of 10% decrease as requested.

Still waiting to hear from Michael @CCLS on a new phone system. Also waiting for him to configure the laptop recently purchased for staff use with Friends funding, as well as a new printer/copier that will be for staff use exclusively.

Museum Curator Report: Max received 2 quotes on digitizing the Advertiser. Prices ranged from \$828 and \$500. We have the censor digitized. Fulton History Museum has the largest digitized papers and powerful search engine for information on the Censor. This is a free service we can link into rather than using micro film. Biels will charge us \$65 for giving us back our Censor papers which we have room to store at Museum.

Halloween was successful. Volunteers passed out bags of candy to trick or treaters.

Building maintenance to be performed will be landscaping which is averaged cost between 2 proposals is \$6,600.

Acquisitions money received will be designated to purchase new artifacts for the Museum.

Reviewed budget for 2020. Max requested hiring an Archives Assistant/Collections Assistant for the coming year. He has written up a job description for review by the Museum Board Committee. It will be a part time position of 30 hours per week.

Max reported that 81 guests signed the Museum guest book this year at the pop- up tent at the Farmer's Market.

The museum received \$813 in donations from memberships and pamphlet sales.

New Business, Budget review for 2021: January expenses will give us a better review on what we need to spend on both Library and Museum Budgets. We can review and finalize expenses at the next meeting in January.

Jeff and Mark will look into splitting cost on utilities between Library and Museum for the 2021 budget. A discussion was held concerning a December meeting and it was agreed to the tradition of not having a meeting in December.

Mark motioned to accept the separate budgets for the Library and Museum with Jeff seconding the vote. All members in favor with Museum budget with Jon and Maureen requesting reviewing the 10% less budget review in January.

Executive Session: discussed pay raises and Christmas bonuses for all staff.

Next meeting: January 20, 2021 Steele Room at 4:00pm

Meeting Adjourned: 5:04pm

Respectfully submitted,

Michelle Twichell, secretary