

**Darwin R. Barker Library and Museum Association**

**June 16, 2021**

**Steele Room**

**4:00pm**

**Members Present:** David Dengler, Linda Prechtl, Mark Twichell, Michelle Twichell, Jon Weekly, Jeff Adams, Maureen Saunders, Kathy Peterson, Librarian Graham Tedesco-Blair, Curator Maxwell Walters

**Members Absent:** Michael Sheehan

**Village Representative:** Scott Johnston, absent

**Town Representative:** Christopher Schaeffer, absent

**Meeting called to order: 4:00pm**

**Minutes:** Motion to accept Kathy, seconded Linda, motion carried

**Correspondence:** Michelle reported a letter regarding Bullet Aid was received from Senator Borrello. He will add our request for Bullet Aid for our proposed project to his Bullet Aid submissions to the State.

**Treasurers Report:** Mark received the first BLB report from Amy. The board will request her to attend our next meeting in July. David requested the meeting to start at 3:30pm to accommodate Q&A from board for Amy.

Annual Audit will be worked on by Johnson and Mackowiak. Mark will submit information to them.

Mark called our representatives from our investments and received copies of our financial reports and shared them with Graham.

Authorized signatures were submitted to M&T on the bank accounts for the Library and Museum.

Buffalo News add and Good Hire bills were submitted by Mark for reimbursement of paid bills. Authorization was passed with Jon motion to accept and Jeff seconded, motion carried.

**Library Report:** New keys were distributed to employees after locks were changed in the library, both front and back doors. There is a list of employees that received keys. Graham announced the new door is scheduled to be installed in July. The new door will match the new key that was distributed. New credit/debit cards will be sent over night to Maxwell and Graham.

Carey has the summer program set up called Tails and Tales. There was a plant swap last Saturday that was successful with 75 people attending. Also new Library members were signed up during the plant swap.

There is a new art exhibit in the library. There will be a meet the artist on July 1, 2021 at 4pm to 6pm in the library. Jennifer Nalbone is the artist and will be present to talk about her art work.

Jeff brought up the security of the common door shared by the library and the town of Pomfret. A letter should be sent to Supervisor Dan Pacos to notify him about this issue. David will call Dan and speak to him about this. The board agreed a follow up letter along with a posted notice about using this door only during hours the library is open.

**Curator Report:** Maxwell reported that Attic and Seller Days was successful. Decommissioned items from the museum and basement of museum were sold. Small items were sent to auction. Additional buyers are interested in purchasing wood bookshelves upstairs, to be replaced with archivally safe metal shelves.

Exhibit opening update: the museum will be open to the public on July 17 to allow the curator to participate and promote opening at History Days festival at the Chautauqua County Fairgrounds on July 10.

Loan agreements were finalized for museum staff to borrow several Cushing items from the McClurg Museum, to be transported on June 22.

Exhibit labels and document facsimiles are being created at 2 local printing companies.

Archival display case has arrived and is set up. Purchased with funds donated in memory of Doug Shepard, a plaque was ordered for display case.

Promotion for the opening will be conveyed in the Observer and Penny Saver ads, on channel 5 Public station, invitations to various local groups including those who have assisted the museum: Shakespeare Club, League of Women Voters, Rotary Club, etc.

Chart of proposed activities include: beginning at 9am on July 17 there will be a demonstration of basket weaving by Michelle Twichell, Union Volunteers Fife and Drum Corps, Food catering, Demonstration #2 will be Kathy Peterson Spinning, Video and Q&A: Among the Hemlocks by Roslin Smith, "Fredonia March" and other period music, Architecture Tour: Exterior, Basement, Landscaping, Maxwell Walters. Other presentations and speakers are being worked on.

Landscaping update: there has been positive feed back and there are updated on the Museum Website. Big thank you to Mark Twichell for watering grass. It is coming in real nice! Carey will have a new children's garden along the walkway to Library. Mark will help with this project along with a referral from Carey about a boy scout who wishes to help with the planting of new shrubs around the museum building.

Jon requested that our most valuable documents be copied and placed in a safety deposit box to secure their safety. Maxwell will look into the cost of this. Also brought up was having paintings appraised and covered under insurance. Maxwell will look into this also.

**Old Business:** landscape update was given by Mark. He will contact the boy scout when he is ready for planting bushes and creating the children's garden.

Roof repair was tabled by the Village Board. There is hope they will move on this soon. Michelle will go to talk to board at their meeting if no decision is made.

**New Business:** Jan Dekoff from CCLS will help with the strategic plan for the library. Jeff suggested to use a committee from the board to establish a 6-month beginning or wait until the start of the next calendar year to establish the strategic plan. Board members volunteered to be on this committee are: Jeff, Michelle, David, Linda and possibly Michael.

An email was received from Jan Dekoff announcing we are good to establish extending opening hours for the library according to Governor Cuomo. Mask orders have been lifted, increase in capacity. Staff may still wear masks; patrons will be requested to wear a mask only if they have not been vaccinated. There will be an increase for computer use, bathrooms will be opened. We will stagger opening hours at the library.

The Steele Room will be reopening for the public use. Graham will share Steele Room Guidelines to those groups that wish to use it.

A new policy will be needed for artists to sign that will cover our agreement with them.

David will review the by-laws and Linda will review the policies of the libraries.

**Meeting Adjourned 5:00pm:** Mark motioned, Jeff seconded, motion carried.

**Next meeting: July 14, 2021 3:30 Steele Room- Please note meeting date moved to accommodate presentation by Amy Laurito from BLB accounting firm.**