

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

**December 15, 2021**

**Steele Room**

**4:00pm**

**Agenda:**

**Review of Minutes emailed:**

**Correspondence:** Michelle Twichell

**Treasurer's Report:** Mark Twichell

**Librarian Report:** Graham Tedesco-Blair

**Museum Curator Report:** Maxwell Walters

**Town Representative:** Christopher Schaeffer

**Village Representative:** Scott Johnston

**Old Business:**

- Repair work in Belden Room
- Meeting with the Friends of the Library
- Morris Miller review
- By-Laws Review Committee

**New Business:**

- Vote on previously distributed 2022 proposed budget.
- Results of Security & Energy Inspection
- Volunteer Coordinator

**Executive Session:**

- Vote on new board member
- Personnel issue

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

**November 17, 2021**

**Steele Room**

**4:00pm**

**Members Present:** Jeff Adams, Mark Twichell, Michelle Twichell, Maureen Saunders, Kathy Peterson, Library Director Graham Tedesco-Blair, Curator Maxwell Walters, Linda Precht on phone.

**Members Absent:** Jon Weekly, David Dengler

**Guest:** Patrick Stokes

**Village Representative:** Scott Johnston, absent

**Town Representative:** Christopher Schaeffer, absent

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

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

**Correspondence:** None

President Jeff spoke about the new Open Meetings law requirements that the agenda and minutes from last meeting has to be posted by Friday. The Librarian report and the Curator report must be sent out by the Tuesday before the meeting.

A request to Graham to order Handbook for Library Trustees of NYS to be handed out to all Trustees on the Board.

Jeff will update the bylaws addressing the expectation of being a trustee. The bylaws need language in it for future trustees.

**Treasurer Report:**

We received back payments owed by Village. A meeting was held with Jeff, Mark, Amy from BLB, Erlyssa treasurer of the Village of Fredonia. It was requested that the Village send designated checks for each quarter.

Courier Capital and Morris Miller accounts have increased in value. Maximum with drawl will be reviewed.

Appeal to a major donor is being worked on by Rick Johnson, Jeff and Maxwell. It will include the quote from LaBella Architectural assessment along with other items to be sent to the major donor as a request for a donation to pay for the assessment.

Monthly financial reports were accepted for both the Library and Museum.

**Librarian Report:**

**Budget:** Many meetings with Jeff Adams, Mark Twichell, and Max Walters to sort out the annual budget. See draft.

**Long Range Strategic Plan:** See draft.

**Roof Repair:** Met with Scott Marsh from the Village to discuss the roof repair They think they will need to go in from inside to check the small leak in the workroom. They haven't gotten to it yet, as they have been fixing the museum's roof, but we hope to hear from them to schedule a time soon.

**Koha Upgrade:** CCLS has upgraded to KOHA 21.05 from 20.05. This gives us access to some exciting new features, such as patrons being able to access their hold history, the ability to send hold reminder notices (i.e., an extra nudge via email three days after the initial one if the hold hasn't yet been picked up), and a reason field for hold cancellation (i.e., "Hold cannot be filled because book cannot be located on shelf"). Perhaps only exciting to librarians, but useful nevertheless.

**DFT Alarm:** DFT returned phone call today and will be updating the system for use by staff.

**Library Art:** Amanda has graciously volunteered to be our new art coordinator, and will be getting in touch with D'Arsie to transition the responsibility. Through her contacts in the community and with the college, and given both her attention to detail and her persistence in seeing things through, I expect her to be a rousing success! This opens up some of our flexibility in hiring D'Arsie's replacement, as they do not necessarily have to have an art focus.

**Inquiry About Our Horse Chestnut Tree:** I got a wonderful email from Marsha Baker, who grew up in the Victorian mansion that used to sit where we now currently have the drive thru M&T Bank. She gave us some useful historical information about when the building was torn down and some nice reminisces about how she used to spend her days at the library/museum. She inquired about the Horse Chestnut tree at the corner of Main and Day, and was curious to know if it was still there. I was happy to inform her that it was, and sent her a few pictures of it.

**Programming:** Amanda's writing workshop has leveled off some at a sustainable 4-5 attendees per session, but those are quite good numbers for an adult program. Carey's mix of in person and online story times have seen some fall off, likely due to children being in school, but 5 of the 6 who signed up have been coming, which is excellent, and the continued success of the take home craft/activity bags has been a delight to see.

**Miracle on Main St.:** Max has a pretty cool program I'm sure he'll talk more about in his report. We are planning on having Santa read to the children, but there is concern about how many can be fit into the children's room, which given an occupancy of 25, is not terribly large for Covid precautions, especially given that in the past, we had upwards of 100+ people attend. We currently have one session from 10:30-11am with sign-ups in advance to curtail the mass of people, which isn't my favorite solution, but it's the only viable one given the world's circumstances right now. We will be having a drawing for theme baskets, which will be displayed in the case by the circulation desk, and the entries collected on the table next to it.

**Curator's Report:**

- Visitor and donation statistics for October 2021: Museum 24 Guests signed, \$67 in donations
- Genealogy room: 15 visits, \$6 in donations
- Roof repair on the Belden Gallery wing is ongoing. Interior wall to be replastered once the roof is complete, which will require partial disassembly of the bicentennial exhibit.
- Cataloging & Inventory status update: 3032/5103 objects inventoried since 2020.
- Archival collections fully cataloged: 5/~30
- Barker participation in Miracle on Main St.: Fredonia Gingerbread house competition. We will be accepting gingerbread houses based on any building in Fredonia. The winner will be decided by people's choice, receive a \$100 prize, and have their gingerbread house featured on our website along with a history of the building depicted.

**Budget:** 2022 Budget addresses shortfalls in previous budget. There is an increase for staffing. Archiving Assistant Catherine is on track to receive her Master's in Archives and Special Collections from Syracuse in June, and will begin seeking salaried positions. 2022 budget includes a half year of full time Archives Assistant and half a year's salary for Archivist. Proposed: designate a period of time per week to the Archivist for grant writing.

**Grants available:**

- Professional Development Grant for Archives and Historical Publishing up to \$100,00 over a three-year period, National Archives sponsored.
- State and National Archive Partnership Grants
- Preservation Assistance Grant for Smaller Institutions
- Collection Needs Assessment Supplies Grant
- Museum for America
- Ralph Wilson- focuses on Western NY, including non-profits.
- NCCF-In Fall 2021 they awarded 22 grants averaging \$5,000 per project

Gutter project by RC Improvement to be completed by the end of the year.

Max will get ready for contractor in Belden room by removing items along the window and wall to be ready for repairs.

100 artifacts have been received. They are coming in faster than they can catalogue them.

Free up Catherine to work on Facebook posts by hiring an intern from the college. The budget includes 3 interns to help with the museum staff.

Kathy moved to accept Librarian and Curator report, seconded by Maureen.

**Old Business:**

Long range strategic plan needs to be done by Library and Museum. Jeff Encouraged them to do this so we can apply for grants (example NCCF). Library strategic plan will be reviewed by Graham and Linda when she returns.

Jeff sent email to Amy Hummel and she responded the next day. Proper forms were received and sent back to Amy. Investment Policy sets expectations. Kathy Keller is the new Morris Miller representative.

Budget workshop will include Jeff, Mark, Graham and Maxwell. They will set a date to review their budgets.

Looking for another endowment to take care of the Barker house for the future.

Formal presentation from Rick Johnson and Rick Ketcham would like for the board to look into building up a case for neglect about Morris Miller handling of endowment funds.

Courier Capital charges 1.5% for fees to manage this investment. How does the fee structure apply? Explore and collect information.

### **New Business:**

Annual meeting of the Friends of the Library will be held on November 19 at 1pm in the Steele room. Attending will be Jeff, Mark, Graham, and Max. The Friends group gave the library a lot of support during Covid by paying for improvements to the library. What can we do to become one group- Friends of the Library and Museum? The Museum needs an annual appeal letter as the Friends do to solicit donations from members.

Patrick Stokes was introduced and welcomed as a candidate on the Library and Museum Association board. Patrick gave a brief history on his background that included working with the Dunkirk Chamber of Commerce, Dunkirk Sheridan Empire Zone, managing property, selling military items and working on his photography business.

He will send an email or text on accepting the position on the board.

**Meeting Adjourned 5:17pm:** Maureen motioned, Kathy seconded, motion carried

**Next meeting: December 15, 2021, 4pm Steele Room**

**Respectfully submitted,**

**Michelle Twichell, secretary**

## **Library report for Board Meeting**

12/15/2021

**Miracle on Main St** – Very good turnout for story time with Santa, with a total of 85 people attending our three sessions. People were very respectful about signing up in advance, keeping their masks on, and keeping the flow moving from one session to another. Not quite the spectacle of previous years, but a good compromise given the safety precautions that were necessary.

**Friend's Raffle** – lots of entries for each of the three prizes. Seemed to get a lot of people excited, and was also a good way to collect mailing list names. Would definitely recommend doing it again next year, and big thanks to both the Friends and Carey for the leg work.

**Strategic Plan and NCCF Grants** -- Met with Dave Tiffany re: grant writing, and we are working on grant with NCCF to upgrade phone system (waiting on quote from DFT, spoke with Brian Tuesday and it'll be here shortly) and to fund Kanopy. Deadline for letters of intent is March 1<sup>st</sup>, so we're moving steadily towards everything needed to apply. He's also going to help us whip the strategic plan into shape.

**Wilmington Trust** -- Met with Wilmington Trust via Zoom – friendly, but there's no way we're going to be able to move the grant to NCCF. We just don't have a case.

**The Town** -- Finances all sorted out with the Town – no reduction in budget, checks have been cashed for the last two quarters.

**New Christmas Tree** – thanks to the Friends for providing the funds, and to Amanda for decorating it!

**Signs for the door and transom** – currently waiting on vinyl decals for the door and transom windows to be finished across the street at Sir Printsalot. Very reasonably priced and a quick turnaround.

**New Art Display** – very nice selection of drawings, paintings, and poetry from Julia Kramer, a young art student from Jamestown. We'll have a reception in the works, but no date set so far.

**Darwin R. Barker Library and Museum Association**  
**Board Meeting**  
**December 15, 2021**  
**Curator's Report**

- Visitor and donation statistics for November 2021:
  - Museum: 23 guests signed, \$10 in donations
  - Genealogy room: 25 visits, \$0 in donations
  
- Storm windows and door reinstalled.
  - Quote requested for an unobtrusive storm door, as a door with the dimensions necessary cannot be found available off the shelf.
  
- Cataloging & Inventory status update: 3090 / 5103 objects inventoried since 2020.
  
- Miracle on Main St: Fredonia Gingerbread house competition resulted in only one gingerbread house, but many visits by families. Failures attributed to lack of advertising and breakdown of communications with gingerbread workshop. Recommend purchasing advertisements in the local newspaper for each event in future; no alternatives worked this time, and no response from the publisher was received.
  
- Volunteer Coordinator update: One of our regular volunteers has agreed to take on these responsibilities for most of the year, except for several months during the winter when they are away. The responsibilities consist of developing a list of volunteers and scheduling them for various activities including exhibition installation, gallery staffing, event tabling, and membership outreach.
  
- Strategic Plan 2022 Proposal.