

Darwin R. Barker Library & Museum Association

Board Meeting Agenda

July 19, 2023 4PM

Agenda:

Review of Minutes:

Correspondence:

Treasurer Report: Kitty Crow

Librarian Report: Graham Tedesco-Blair

Curator Report: Max Walters

Town Representative: Chris Schaeffer

Village Representative: Michelle Twichell

Old Business: Updates: picnic RSVP status/ recognition, paint & scrape progress, WCA sale, fundraising

New Business: meeting to adjourn before 5pm in order to tour the Town Building with Dan Pacos

Calendar:

Adjourn:

Darwin R. Barker Library & Museum Association

Board of Trustees Meeting Minutes

June 21, 2023

Present: Mark Twichell, Jeff Adams, Max Walters, David Tiffany, Kathy Petersen, Pat Stokes, Linda Prechtl, Graham Tedesco-Blair

Absent: Kitty Crow, David Dengler

Village Representative: Michelle Twichell

Town Representative: Chris Schaeffer

Review of Minutes: Linda moves to accept, Pat 2nds, passed (with corrections)

Correspondence: none

Treasurer Report: Jeff reviews: checking balance is good, both budgets are under due to lower staff expenses. Mark moves, Dave T 2nds, passed

Librarian Report: Graham reviews written report. Linda moves, Mark 2nds, passed. Jeff requests a written 3D printer use policy.

Curator Report: Max reviews written report. Jeff moves, Pat 2nds, passed. Max thanks those who helped at the Italian Festival, & Alex for his tech help.

Alison Shepard & Max will do a lecture in September about the book release. SHPO grant, if received, might possibly help with expansion?

Town Representative: Town budget planning will begin in August. No news on town building plans.

Village Representative: Michelle reports that Embrace Fredonia donated flowers & she & Mark planted new pots. The village is supposed to water them. DRB has received no help on bldg. repairs from Scott Marsh.

Old Business: Jeff reads his letter to Mayor Essek regarding DRB funding (he will send final draft for the record)

The fundraising team has reactivated the Foundation Directory subscription & will search money to recover expense of Grape Belt digitization. Dave T will search for grants. Reminder to trustees about fundraising training. Jeff suggests setting up a separate budget line for donations. Checking balance is high: Jeff may explore CDs for the excess (Kathy moves, Mark 2nds, passed)

Picnic update: One World Catering supplied a quote for food. Jeff will supply beverages. Linda will provide music & name tags, etc. We'll need door prizes, & recognition of employees & volunteers.

Mark & Jeff will meet at 1pm Thursday to scrape & paint, others may help.

New Business: Jeff will meet with Max & Catherine to plan Grape Belt launch at Opera House

Calendar: next meeting: July 19, 4pm

Adjourn: Mark moves, Pat 2nds, passed 5:02pm

Minutes respectfully submitted by Kathy Petersen, sec'y

Darwin R. Barker Library & Museum Association

Board of Trustees Meeting Minutes

May 17, 2023

Present: Jeff Adams, David Tiffany, Graham Tedesco-Blair, Kathy Petersen, Jon Weekly, Max Walters, David Dengler, Kitty Crow

Absent: Linda Prechtl, Mark Twichell, Pat Stokes

Town Representative: Chris Schaeffer

Village Representative: Michelle Twichell, absent

Review of Minutes: Dave Dengler moves to accept, Kathy 2nds, passed

Correspondence: none

Treasurer Report: Both budgets are on target, investment changes are positive. Dave T : should checking acct extra money be in CDs?

Dave T moves to accept, Dave D 2nds, passed

Librarian Report: written plus carpet cleaning is scheduled, poison ivy in bush by door (looking for solution). Kitty suggests yearly spreadsheet for participant stats. Dave D moves, Kathy 2nds, passed

Curator Report: Max reviews written report, Dave T moves, Kitty 2nds, passed

Old Business: work party did some scraping etc., no help from DPW yet. Annual Picnic: Dave D got permit for Aug.8 at Russell Joy Park. Hiring a caterer is suggested, One World, Dupers, Fred's? Fundraising: will reactivate subscription for funding list. All trustees must complete

fundraising training. Some museum artifacts stored at 85 W Main are going to the Fair Museum.

New Business: WCA Home item sale on Aug. 11,12,13 by Randys': volunteers will be needed, money from sale may come to DRB.

We need to collect photos of DRB activities for next case statement. Max & Jeff are starting architectural project in Laona. Several more historical events will be taking place at 1891 FOH.

Calendar: next meeting June 21, 4pm, Steele Room

Adjournment: Dave D moves, Jeff 2nds 5:15pm

Minutes submitted by Kathy Petersen, sec'y.

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Board of Trustees Meeting

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Library Report

Summer Reading has begun: so far, we've had a program with the Buffalo Museum of Science, and upcoming are programs with the Erie Zoo, the Quick Center's ArtMobile and the Aquarium of Niagara.

New Shelving from Friends: four new black rolling display carts for highlighting parts of our collection, making thematic displays, and promoting various programs. Many thanks to the Friends for their support!

CCLS Roadtrip + giveaway contest: the annual "road trip" to visit all 38 libraries in the system has begun. We're running a giveaway for some prize bags, displayed in the case near the sweepstakes boxes, alongside the prizes from CCLS themselves.

Authorized % for retirement: need passed to give to Joe Gugino for SEP IRA contributions

Poison Ivy Removal: pesticide applied on Monday 7/17/23, should hopefully be the end of the poison ivy in the front bush

Financial Issue: our card number was stolen; M&T has reversed the charges and we are working with M&T to track down any more information. A new card has been issued, so no further charges can be made.

Filming Issues: new sign added to front foyer. Some filming issues have happened in Olean and Blount, so we're heading this issue off before it can become a problem.

Stats:

Circulation

Overdrive: 975 checkouts, 3rd in system after Jamestown and Olean

Physical: 1874 total checkouts, including 705 adult books, 164 DVDs, 629 Juvenile books, 76 juvenile DVDs, and 94 periodicals

Children's Programs:

Storytime: 3 sessions, 23 attendees

Lego Master Builders: 1 session, 3 attendees

Class Visits:

Pre-K: 1 session, 17 kids, 10 adults

Kindergarten: 6 sessions, 97 kids, 21 adults

3rd Grade: 2 sessions, 29 kids, 4 adults

4th Grade: 1 session, 16 kids, 2 adults

Total: 10 sessions, 159 kids, 37 adults

83 new library cards issued to kindergarteners

Adult Programs:

Computer tutoring: 6 individual sessions

1 group session, 2 participants

Read @ Barker Commons 6/3: 12 attendees

Creative Writing Workshop 6/6: 2 attendees

Plant Swap 6/10: 48 attendees

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Curator's Report

Outreach

- Upcoming museum publication "The Fair Chambered Corridor: Explorations of the History of Fredonia, NY," is nearly complete. Editor Allyson Shepard Bailey will join us at the museum for the Sept. 16th launch event.
- Fredonia Recreation Dept visits will resume July 20-August 10 to view the Mark Twain exhibit and participate in an educational program about 19th century printing methods.
- Twain exhibit will be extended by two weeks, to a new closing date of August 15, to accommodate the Rec dept schedule.

Collections

- Grape Belt Archive update: Over 500 items from the GBA have now been cataloged in preparation for their inclusion on the Omeka online database later this year. 55 items added to Omeka so far.
- Off-site storage issue has been resolved. Deaccessioned items will be sold as part of the WCA estate sale, the proceeds from which will benefit the Barker. In future, the museum will seek a new location for off-site storage of large items.

June Statistics

- Visitation in June: 151
- Research Requests in June: 6