

# **Darwin R. Barker Library & Museum Association**

## **Board Meeting Agenda**

December 20, 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:** Fundraising Update, Annual training requirements

**New Business:** Conflict of Interest forms. New Handbook for Trustees, 2024 Budget, Upgrades to system, New Committees

#### **Calendar:**

#### **Adjourn:**

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

## **Board of Trustees Meeting Minutes**

November 15<sup>th</sup>, 2023

**Members Present:** Jeff Adams, Kitty Crow, Margaret Gray, Jon Weekly, Linda Prechtel, Mark Twichell, David Dengler, Pat Stokes

**Member Absent:** Kathy Petersen

**Administrators:** Curator Maxwell Walters and Director Graham Tedesco-Blair

**Village representative:** Michelle Twichell

**Minutes of October meeting reviewed:** correction identifying Jeff as President and Linda as Vice President in order to be consistent with verbiage in our bylaws. Minutes approved with Dave/Mark moving/seconding.

**Treasurer's report:** October statements acceptable. Kitty met with Graham and Max to review budget for 2024. Kitty noted need for formula to express funds transferred from library to museum budgets. Jeff and Kitty went to M+T to resolve issue of debit card fraud. Funds transferred from checking account to savings account to deter fraud and obtain interest. Discussion about need to obtain credit card. Discussion of need for better communications with Wilmington Trust on disbursement schedule. Jeff noted need for developing a pathway for income from endowments to be placed in savings account. Jeff mentioned possibility of getting a money market or CD account for better interest on savings. Jeff pointed to need for data gathering to better meet annual report filing timeline. Treasurer's report approved with motion and second by Jon/Mark.

**Librarian's Report:** As noted in agenda. Graham noted that artist Tom Annear will donate a percentage of his sales from recent exhibit at library. Discussion of possibility that Tom could establish donation protocol for other exhibiting artists. Recent meeting with Friends of Barker Library who remain strong supporters. Report accepted with motion/second by Dave/Margaret

**Curator's report:** As noted in agenda. Thanks for David for hosting Halloween event. Invitation only for this Friday's Grape Belt publication opening at Steele Rm. This year's Miracle on Main St. Christmas tree and lighting ceremony will be at Barker House on Main St. side. Report accepted with motion/second by Dave/Mark

**Village report:** Looking forward to working with new mayor and trustees in relation to supporting our association. Village clock has been repaired with restoration of music playing capacity. Michelle will contact Village DPW in effort to coordinate Christmas songs played by clock with Christmas caroling activity. Report accepted with motion and second by Mark/Jon

**Old Business:** Follow up from recent Finance Committee by Jeff. Board approval of David Tiffany to serve as Grants Coordinator. Check received by Max from sale of de assessed items at WCA Home for \$5600.00. Jeff maintaining communication with Town of Pomfret re. possible buying of town hall building. Attorney Peter Clark has agreed to pro bono representation of Association in purchase of TOP building.

**New Business:** Discussion of recent pottery use of historic clay seam on Chestnut St. used in manufacture of bricks for Barker House. Possible exhibit in library of bowls made by potters using the "Fredonia / Barker clay". Invitation by Jeff to join in holiday celebration at local establishment following December meeting.

**Next meeting:** December 20

Motion and second for adjournment by Jeff/Jon

Submitted by Secretary pro tem Mark Twichell

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

## **Board of Trustees Meeting**

December 20<sup>th</sup>, 2023

### Librarian's Report

*Getting Started with Cricut Program:* Our clerk Libbey ran a very successful program teaching patrons how to use our Cricut machine, demonstrating the various capabilities that it possesses, and how to design projects in the associated program. We had many compliments, including one couple who said it was the best class they had ever attended. Big thanks to Libbey for her great work!

*Backpack Giveaways:* Our annual backpack giveaway has just wrapped up. Three backpacks for various age brackets, packed with prizes, were given out in a drawing. Big thanks to the Friends of the Library for funding this popular annual program!

*GoBike Survey:* We have partnered with GoBike, a non-profit that examines towns and cities, assesses their road's "bike friendliness," and makes suggestions based on both physical analysis and surveys given out to local citizens. We are serving as a survey site, distributing and collecting surveys for their report. They have given us a bike helmet to raffle off amongst people who complete surveys, and we hope to have a drawing in January.

*Annual Report:* Draft is ready for review

### November 2023 Programming Stats

#### CHILDREN

Storytime Sessions: 7

Storytime Attendance

Kids 33

Adults 26

ABCD visit 11/17

Kids 8

Adults 2

## ADULTS

Art reception 11/2

Attendees 81

Writers Group 11/7

Attendees 5

Book Club 11/11

Attendees 7

## Computer programs

Training: 1 session, 2 attendees

Individual tutoring: 9 participants

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

Board Meeting  
December 20<sup>th</sup>, 2023

### Curator's Report

#### Outreach

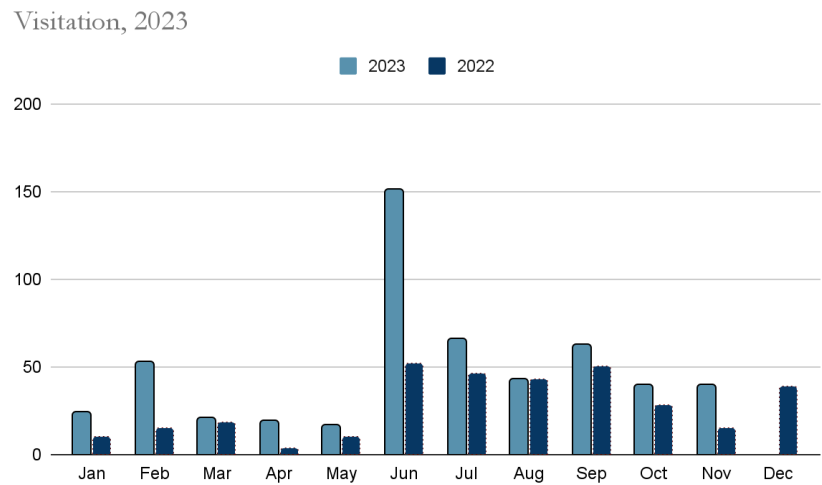
- "Barker Brick" holiday tree ornaments were donated by Ron Nasca of Mudslingers Studio. Made from the same clay deposit as the bricks used by Leverett Barker for 7 Day St. On sale for \$10 each. 100 were donated in total.
  - Additional clay is available for further fundraising projects.
- Book launch reception for Legends of the Lake Erie Grape Belt on 11/17 brought in 29 visitors, additional publicity through WNY Heritage, and four additional boxes of materials for the Grape Belt Archives.
- Miracle on Main on 12/2 brought 58 people including for children's crafts: angel necklaces and paper snowflakes. The museum galleries were decorated for Christmas thanks to volunteers; tree donated and lit by Festivals Fredonia. Tree lighting ceremony for the festival took place on Barker's Main St porch at 6:30.

#### Collections

- Propose acquiring a 1935 Chautauqua County topographic map, for \$100. To be paid out from the acquisition fund (current balance: \$2,500).
- Indexing of Normal School records and Wilder family collection have been completed.
- Oral history project update: 25 interviews on cassette from the 1960s-80s have been digitized thanks to the equipment purchased through the NCCF grant.
- New book scanner was purchased for digitizing bound volumes. So far, we have digitized several volumes including the earliest Fredonia/Dunkirk Business Directories.

# Monthly Statistics

- Visitation in November: 40



Visitation by month, 2023.