

Fluvanna Free Library  
3532 Fluvanna Ave. Ext.  
Jamestown, New York 14701

Board of Trustees Meeting  
January 3, 2022  
Minutes as recorded by  
Michael Erlandson, Temporary Recording Secretary

Present: Mike Erlandson, Kathy Carlson, Marcia Rybicki, Barbara Swanson, Rea Bobula, Lori Johnson, Diane Lucey, Cheryl Scotty and Lynn Grundstrom. Jean Holton attended via computer link.

Absent/Excused: Sue Erlandson, Dennis Bechmann

President Erlandson called the meeting to order at 6:02 pm.

A quorum is met.

Copies of the minutes from the board meeting held on November 1, 2021 as recorded by Dennis Bechmann and previously distributed via e-mail were redistributed as needed and reviewed. MOTION by Cheryl Scotty, seconded by Kathy Carlson to approve the minutes as distributed. The motion to accept the minutes was unanimously approved.

Treasurer Marcia Rybicki presented the Financial Reports and Profit and Loss Statements for November and December 2021. MOTION by Mike Erlandson, seconded by Rea Bobula to approve the reports as distributed. Motion unanimously approved.

**Reappointment of Trustees to 5 year Terms:** President Erlandson stated that the terms of trustees Dennis Bechmann and Kathy Carlson are expiring this month. He reported that Mr. Bechmann recently informed the Board of Trustees that he does not wish to renew his term on the board. President Erlandson noted that there is now a vacant seat on the board. He asked the Board members to think of possible candidates to fill the vacant board position.

MOTION by Barb Swanson, seconded by Rea Bobula appointing Kathy Carlson to a five-year term on the Board of Trustees, term to expire January 2027. Motion unanimously approved.

**Installation of Officers:** President Erlandson noted that board secretary Dennis Bechmann has stepped down. Therefore, someone will need to assume the secretary position. He asked the board if anyone is interested in the secretary position. No one volunteered. President Erlandson stated that he would assume the secretarial duties on a temporary basis. He also noted that Marcia will be stepping down as board treasurer. Cheryl Scotty has agreed to fill the position. Mr. Erlandson thanked Marcia for her many years of service as board treasurer. Marcia stated that she would continue to help Cheryl during the transition period. President Erlandson also informed the board that 2022 will be the last year he serves as board president.

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MOTION by Barb Swanson, seconded by Rea Bobula to accept the following slate of Officers for 2022:

President – Michael Erlandson  
Vice President – Kathy Carlson  
Interim Secretary – Michael Erlandson  
Treasurer: Chery Scotty

Motion unanimously approved.

**Correspondence:** None.

**Librarian's Report:** The board reviewed the Library Director's report for December 2021 (see report dated 12/29/2021). Lynn discussed the report in more detail and answered questions pertaining to the report.

**Committee Reports:** President Erlandson distributed tentative committee assignments for 2022. He asked the board members to review their assignments and let him know if they wish to serve on a different committee.

### **Old Business**

Building plans (ADA accessibility) – President Erlandson reminded the board that he intends to pursue grant funding to upgrade the library's accessibility in accordance with American with Disability Act (ADA) requirements.

Fund drive letters – the board discussed a plan recently proposed by Diane to mail letters to preferred people and businesses requesting them to donate money to the library. President Erlandson feels that the board should move forward with the project. Diane suggested each board member come up with ten (10) names. Mike suggested the board meet for a work session on Feb. 7, 2022 to review the names and compile a mailing list.

Adopt constitution – MOTION by Barb Swanson, seconded by Cheryl Scotty to adopt the Constitution of the Fluvanna Free Library Association. Motion unanimously approved. President Erlandson asked all the board members to sign the constitution.

### **New Business**

Internet speed increase – Lynn reported that the Chautauqua Cattaraugus Library System (CCLS) is suggesting that libraries within the system increase their internet speed in 2022. She

stated that there will be a slight increase in the cost which might be covered by the system. She will keep the board apprised of further developments.

Closing dates for 2022 – The Board reviewed the dates that the library will be closed in 2022.

Schedule events for 2022 – The Board scheduled the following event dates for 2022:

- Book sale – July 15-17
- Spaghetti dinner – October 15 (tentative)
- Bazaar – November 12

President Erlandson distributed a list of board member & volunteer information. He asked the board members to review the information and make any necessary changes.

Adopt 2022 Budget – President Erlandson presented the 2022 budget for the Fluvanna Library. MOTION by Mike Erlandson, seconded by Barb Swanson to adopt the 2022 budget for the Fluvanna Free Library. Motion unanimously approved.

Additional fund raiser for 2022 – The board discussed whether to conduct an additional fundraiser in 2022. Diane noted that the board will be selling raffle tickets for a homemade quilt this year. Mike stated that if anyone has other ideas for a fundraiser to bring them up at the next meeting.

Marcia Rybicki reported that the CD for the library will be rolled over into a new CD.

President Erlandson reported that he is looking into a possible problem with the roof at the library.

**Future Meetings:** Workshop: February 7, 2022 at 6:00 PM.  
Board of Trustees meeting: March 7, 2022 at 6:00 PM.

President Erlandson called for a motion to adjourn. MOTION by Diane Lucey, seconded by Jean Holton to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:18 pm.

Respectfully submitted,  
Michael Erlandson  
Temporary Recording Secretary