

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

Board of Trustees Meeting  
July 18, 2022  
Minutes as recorded by  
Michael Erlandson, Temporary Recording Secretary

Present: Mike Erlandson, Kathy Carlson, Cheryl Scotty, Lori Johnson, Diane Lucey, Marcia Rybicki, Jean Holton, Roxanne Bataitis. Absent/Excused: Sue Erlandson, Barb Swanson, Diane Lucey, Rea Bobula. A quorum is met. Also in attendance: Library Director Lynn Grundstrom.

President Erlandson called the meeting to order at 6:00 pm.

Copies of the minutes from the board meeting held on May 16, 2022 as recorded by Mike Erlandson were distributed and reviewed. **MOTION** by Kathy Carlson, seconded by Marcia Rybicki to approve the minutes as written. Motion unanimously approved.

Treasurer Cheryl Scotty presented the Financial Reports and Profit and Loss Statements for May and June 2022. Cheryl noted that the library made \$4,185.00 on its recent fundraising campaign. **MOTION** by Mike Erlandson, seconded by Kathy Carlson to approve the financial reports as distributed. Motion unanimously approved.

**Librarian's Report:** The board reviewed the Library Director's report for June 2022. Lynn discussed the report in detail and answered several questions pertaining to the report.

### **Committee Reports:**

- *Buildings and grounds:* Jean Holton noted that the foundation on the southwest corner of the building is deteriorating.

### **Old Business**

Book sale – The Board members discussed the book sale held last weekend. Treasurer Cheryl reported that the sales were as follows:

Books -	\$489.75
Bake sale -	\$349.50
Food -	\$173.00
Total =	\$1,012.25

This total was approximately \$500.00 less than 2021. The board discussed the reasons for the decrease in sales. President Erlandson questioned whether continuing with the book sale in future years is worth it. Tabled until 2023.

Building plans (ADA accessibility) – President Erlandson updated the board regarding plans to upgrade the library to make it compliant with the Americans with Disabilities Act (ADA). (Minutes 1/3/22 et. seq.) He explained that the original plan was to apply for state funding to upgrade the bathroom and also construct a new

vestibule. However, after discussing the matter with the building committee it was decided to split the upgrades into two separate projects. The estimated cost to upgrade the bathroom is \$19,200.00. The cost of constructing a new vestibule is approximately \$102,000.00. President Erlandson stated that he recently submitted and “intent to apply” form to the CCLS for the vestibule project. Should the CCLS approve the project the library will then apply for a New York State construction grant in September. He also noted that The Lenna Foundation recently offered the library \$30,000.00 in grant money for ADA upgrades. Therefore, the Lenna monies can be used to upgrade the bathroom with the remaining \$10,000.00 to defray the cost of the vestibule should the library obtain state grant funding.

Mr. Erlandson also noted that in conjunction with the “intent to apply” process a brief presentation needs to be made to the CCLS board on July 28, 2022 at the Prendergast Library. The presentation should be made by two people from Fluvanna Library who are familiar with the project. This presentation is mandatory. He recommended that two people conduct the presentation. He will be on vacation and will not be available. Library Director Lynn Grundstrom and Board of Trustee Roxanne Bataitis volunteered to conduct the presentation.

Secretary position - He asked the board if anyone is interested in the filling the vacant secretary position. No one volunteered. President Erlandson stated that he would continue to serve as temporary recording secretary until the position is filled.

Section 259 Funding – President Erlandson updated the Board of Trustees re the proposed Section 259 Funding for libraries. (Minutes 3/7/22 et. seq.) He reported that the finance committee has prepared a tentative “aspirational” budget which he distributed to board members in June. He stated that this budget includes the amount the library will be asking for in the proposition to the voters in May 2023. The board discussed the budget. President Erlandson explained that the budget has to be approved by the Board of Trustees by early September at the latest. He suggested that the board continue to review the budget & conduct a special meeting in August to finalize the budget. He will reach out to the Director of the Hazeltine Library, Katie Smith, to determine if she can attend the meeting. Her library has been through the process and she will be able to address specific questions.

### **New Business**

Blinds for windows – Lynn stated that she would like to obtain blinds for the west side of the building. She feels it would cut down on air conditioning costs. The board authorized her to obtain quotes for the blinds.

New phone system for library – Lynn reported that the current phone system being utilized by the library needs to be replaced. She stated that it is antiquated and unreliable. She has looked into the alternatives.

**MOTION** by Jean Holton, seconded by Cheryl Scotty authorizing Lynn to purchase a new telephone system for the library at a cost of approximately \$500.00 per year. Motion unanimously approved.

Computer upgrades – Lynn reported that the computers in the library need upgrades.

**MOTION** by Mike Erlandson, seconded by Jean Holton authorizing Lynn to upgrade the library’s

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computers at a cost of \$300.00. Motion unanimously approved.

Jean Holton recommended that thank you cards be mailed to the people who gave money to the library during its recent fund-raising campaign.

**Future Meetings:** Workshop: August 15, 2022 at 5:30 PM. (SUBJECT TO CHANGE)  
Board of Trustees meeting: September 19, 2022 at 6:00 PM.

President Erlandson called for a motion to adjourn. **MOTION** by Kathy Carlson, seconded by Roxanne Bataitis to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:15 pm.

Respectfully submitted,  
Michael Erlandson  
*Temporary Recording Secretary*