

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

Board of Trustees Meeting

Sept. 14, 2022

Minutes as recorded by

Michael Erlandson, Temporary Recording Secretary

Present: Mike Erlandson, Sue Erlandson, Barb Swanson, Marcia Rybicki, Jean Holton, Roxanne Bataitis, Rea Bobula, Diane Lucey. Absent/Excused: Kathy Carlson, Lori Johnson, Cheryl Scotty. 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 meetings held on July 18, 2022 & August 18, 2022 as recorded by Mike Erlandson were distributed and reviewed. **MOTION** by Barb Swanson, seconded by Rea Bobula to approve the minutes as written. Motion unanimously approved.

Treasurer Cheryl Scotty presented the Financial Reports for July 2022. **MOTION** by Jean Holton, seconded by Barb Swanson to approve the financial reports as distributed. Motion unanimously approved.

Librarian's Report: The board reviewed the Library Director's report for August 2022. Lynn discussed the report in detail and answered several questions pertaining to the report. Lynn also reported that Chautauqua Cattaraugus Library System (CCLS) Annual Dinner will be held on Oct. 12, 2022 at the Harbor Hotel in Celoron, NY.

Committee Reports:

- *Buildings and grounds:* Lynn suggested that the library review its safety policies. She explained that an area librarian was recently attacked while she was locking up at the end of the day. She is concerned about the safety of employees and volunteers when they leave at closing time. Lynn stated that she has purchased two outdoor solar lights which she would like to have mounted near the back door. She is also going to find out what other libraries are doing in regards to safety issues. Lynn also reported that a corner of the new shed needs to be jacked up so it is level.

Old Business

Building plans (Vestibule) – President Erlandson stated that he recently submitted a New York State construction grant requesting funding to construct a new vestibule. He explained that the library will be notified no later than July 2023 re whether it will receive the grant funding.

Upgrades to restroom – President Erlandson stated that the upgrades to the restroom will commence on Oct. 10, 2022. The board agreed to close the library from Oct. 10 – Oct. 15 while construction is underway. The cost to upgrade the bathroom will be \$19,200.00. He reminded the board that funding for the project was received from The Lenna Foundation. (Minutes 7/18/22).

Sexual Harassment Training – President Erlandson reminded the board that all board members & volunteers must complete sexual harassment training no later than Oct. 22, 2022.

Section 259 Funding – President Erlandson updated the Board of Trustees re the progress of the proposed Section 259 Funding for libraries. (Minutes 3/7/22 et. seq.) He explained that he and the president of the Bemus Point Library will be meeting with Bemus Point School District officials in the next several months to discuss the matter.

Cleaning Service – President Erlandson reminded the board that the volunteer who has been cleaning the library is no longer able to continue. The board discussed options for cleaning the library. The board asked Lynn if she would consider cleaning the library on a temporary basis until a permanent solution can be found.

MOTION by Barb Swanson, seconded by Sue Erlandson to allocate the amount of \$25.00 per hour for cleaning services. Motion unanimously approved.

New Business

Spaghetti Dinner – The Board discussed the logistics of the spaghetti dinner scheduled for October 15, 2022. Barb Swanson outlined the necessary tasks involved in preparation for the dinner. The board will have a work session on Oct. 10 to finalize plans for the dinner.

Bazaar – President Erlandson noted that the annual Bazaar will be held on Saturday, Nov. 12, 2022. The board will meet several weeks prior to the Bazaar to discuss preparations in more detail.

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.

Lynn reported that she is looking into having an interior designer come to the library to determine if we can better utilize our floor space.

President Erlandson stated that he will ask the contractors who are upgrading the bathroom to install the new exterior solar lights.

Future Meetings: Workshop: October 10, 2022 at 5:00 PM. (Spaghetti Dinner)
 Board of Trustees meeting: November 21, 2022 at 6:00 PM.

President Erlandson called for a motion to adjourn. **MOTION** by Jean Holton, seconded by Marcia Rybicki to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:27 pm.

Respectfully submitted,
Michael Erlandson
Temporary Recording Secretary