

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

Board of Trustees Meeting
November 28, 2022
Minutes as recorded by
Michael Erlandson, Temporary Recording Secretary

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

President Erlandson called the meeting to order at 5:56 pm.

Copies of the minutes from the board meetings held on September 14, 2022 as recorded by Mike Erlandson were distributed and reviewed. **MOTION** by Kathy Carlson, seconded by Rea Bobula to approve the minutes as written. Motion unanimously approved.

Treasurer Cheryl Scotty presented the Financial Reports for September & October 2022. **MOTION** by Mike Erlandson, seconded by Diane Lucey to approve the financial reports as distributed. Motion unanimously approved.

Librarian's Report: The board reviewed the Library Director's report for November 2022. Lynn discussed the report in detail and answered several questions pertaining to the report. She noted that she has applied for a \$40,000.00 grant from Cummins Engine Plant to upgrade several sections of the library.

Committee Reports:

- *Buildings and grounds:* Mike reported that he has contacted a construction company to level the outdoor shed.

Old Business

Bazaar report – Treasurer Scotty reported that we made \$1446.00 on the bazaar conducted on Nov. 12. The breakdown of revenue is as follows:

Auction	\$375
Food sales	\$344
Bake Sale	\$354
Vendors	\$320
Puzzle sales	<u>\$53</u>
Total	\$1460.00

The board agreed that bazaar was a success.

Upgrades to restroom – President Erlandson reported that the bathroom upgrades have been completed. He commended the construction company (Homes capes Chautauqua) for a job well done.

Sexual Harassment Training – President Erlandson noted that all board members all completed the

mandated sexual harassment training.

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 stated that he and the president of the Bemus Point Library along with CCLS Executive Director Jan Dekoff met with the Bemus Point School District Superintendent last week re the matter. He explained that the superintendent was very accommodating to the idea and will assist us with the logistics of getting the proposition on the ballot. Mr. Erlandson added that library officials may be asked to attend a school board meeting early next year to outline the proposal.

Cleaning Service – Lynn stated that she will continue to clean the library on a regular basis. (Minutes Sept. 2022)

President position – President Erlandson reported that he plans on stepping down at the end of 2022. He also noted that he has been serving as temporary secretary so a permanent secretary is also needed. He asked the board to think about possible options. He suggested that the board meet in December to discuss the matter further.

New Business

A HR/Finance Committee meeting was scheduled for December 6, 2022 at 8:30 AM. The main purpose of the meeting is to prepare the library budget for 2023.

The board authorized Lynn to purchase a battery-operated snow blower for the purpose of snow removal on the front sidewalk.

The board authorized Lynn to renew the library's *Sam's Club* membership.

Lynn stated that the agenda, minutes and finance reports need to be posted on the library's website within a certain timeframe in accordance with state guidelines.

Lynn also reported that the Fluvanna Library has been asked to participate in the "Telehealth" library program. There is no cost to the program. She will get more information re the matter. Tabled pending further review.

Future Meetings: Workshop: December 19, 2022 at 5:30 PM. (Officer positions)
Board of Trustees meeting: January 16, 2023 at 6:00 PM.

President Erlandson called for a motion to adjourn. **MOTION** by Kathy Carlson, seconded by Rea Bobula to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:06 PM.

Respectfully submitted,
Michael Erlandson
Temporary Recording Secretary