

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

Board of Trustees Meeting

March 20, 2023

Minutes as recorded by Lori Johnson, Interim Recording Secretary

Present: Roxanne Bataitis, Mike Erlandson, Cheryl Scotty, Lori Johnson, Rea Bobula, Jean Holton, Diane Lucey, Marsha Rybicki and Library Director, Lynn Grundstrom

Excused: Kathy Carlson, Sue Erlandson and Barb Swanson.

President Bataitis called the meeting to order at 5:57 pm. A quorum is met.

Copies of the minutes from the board meeting held on January 16, 2023 as recorded by Mike Erlandson and distributed via e-mail were redistributed as needed and reviewed. Marcia Rybicki made a motion to approve the minutes as distributed. Diane Lucey seconded the motion. The motion to accept the minutes was unanimously approved.

Treasurer Cheryl Scotty presented the Financial Reports and stated the Annual Report was filed by Cheryl and Lynn. Cheryl requested a list of people/vendors be compiled to obtain bids for repairs such as plumbing, etc. The Profit and Loss Statements for January and February 2023 were distributed by Cheryl. Mike made a motion to approve the reports as distributed and reviewed. Jean seconded the motion. Motion unanimously approved.

Librarian's Report: Lynn presented and reviewed the Directors Report for 2022 and answered any questions pertaining to the report. Also, Needles and Hooks Fiber Arts Group began meeting in March the 1st and 3rd Thursday of the month at 4:00. Blind Date with a Book has concluded. The Mother Daughter Tea will be May 20 from 11:00 to 1:00. Lynn will attend the Director's Report Annual Report gathering on April 21 at 1:00.

Committee Reports: Building and Grounds – Lynn stated the library system wants to know if we plan to apply for a 2023 construction grant. Options to deter mice from chewing on computer wires were discussed and will be pursued. Jean will continue to look into the foundation problems. A new leak was noticed in the Community Room ceiling and the cause will be looked into.

Fundraising – The Book Sale will be held July 7th – 9th. A fire pit as a raffle item and selling ice cream cones in addition to the lunch items during the event was discussed. The spaghetti dinner was discussed with plans to look at holding it in September. Jean suggested looking into a raffle for meat or other food items as a fundraiser option.

Volunteer/Recognition: The volunteer luncheon will be held April 22 at 1:00. Invitations will be sent out.

Old Business: Section 259 Update – Mike and Jan Deckoff are working on a flyer. Options for distribution such as churches, fire hall, targeted mailing was discussed. Mike will head a committee regarding Section 259.

New Business: Training Preference – 2 hours of Trustee Education training is required. Board members decided to meet as a group for online trainings on April 18 at 5:00 and August 15 at 5:00.

New Budget and YE Projections – Roxanne presented a revised budget format with YE Projections add as well. Rea made a motion to adopt the revised format. Mike seconded the motion. Motion was unanimously approved.

Cash Reconciliation Report – Roxanne will distribute this monthly.

Endowments – Discussed ensuring endowments are used a designated.

Bank Relationship – Discussed looking for a bank to obtain a CD for non-profit organizations.

Purchasing Procedures – Discussed the need for Purchasing Policy in the Manual to match the purchasing procedures.

Permanent Library File – Discussed Records Retention and organizing files by retention time periods. Board members will work on this.

Rea called for a motion to adjourn. Jean seconded the motion. The motion passed and the meeting was adjourned at 7:30 pm.

Respectfully submitted,

Lori Johnson

Interim Secretary