

Genesee Area Library Board Meeting Minutes for Sept 19, 2022.

This meeting was held via Zoom.

Meeting was called to order by President Chris Moser at 6:36 pm

Attendance: Chris Moser (Pres/Co-treas), Laura Bryant (VP), Kristine Smith (Treas), Sue Reed (Sec), Lisa Werner, Nathaniel Pott Jr, and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the August meeting minutes was made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 8/31/22 Bank Statements

Checking Acct \$46,125.60

Savings Acct \$3,707.17

Credits in the month of \$322.26

Debits in the month of \$3,177.86 (includes 2nd quarter payroll liabilities of \$960.74).

Have in house two checks totaling \$71.45 to be deposited and I made deposits on 9/1 of \$306.00 and on 9/15 of \$195.00 worth of Holiday Fest vendor payments.

Received notice from PA Dept of revenue that 2nd quarter payment was late (due 8/1 received 8/2) fine of \$13.38 assessed.

Received notice of Workers Compensation premium for 10/10/22-10/10/23 of \$277.00

Motion made to accept the Treasurer report was made by Lisa Wener, 2nd by Chris Moser, unanimous motion carried.

Director Report by Erica Moses

August Patron Count: 85 Adults, 40 Kids (2 New)

New Items: 44

Deleted Items: 201

Blind Date Book Club: 8

We made \$51.50 in books sales in August.

Books were returned from patron without involving state police.

Equipment has started to arrive from Library's Connect Communities and Kinber. Waiting for DataBranch to secure the rest of the equipment and then they'll be in to set everything up and switch everything over. It should happen sometimes in September, but I do not have a date as of yet.

Northern Potter Yearbook staff stopped by, asking we want to place an ad in their yearbook. If we do, it needs to be received by November 15th, 2022, and the cost is as follows:

- Full Page: \$130
- Half Page: \$95

- Quarter Page: \$70
- Eighth Page: \$45

The basement has been completely cleaned out. Now that all the garbage is out of there, it might be beneficial to put a dehumidifier in. We did pull out the blue, plywood shelving as it was falling apart from water damage. If we want to replace it, Jared priced out a couple different options for heavy duty plastic ones to hold our large wooden signs. They start at \$200 and go right on up depending on how big and how many shelves we want. Right now the signs are sitting on top of a library cart, and what we were able to salvage is all in totes.

I was elected as the Secretary/Treasurer of PaLA Rural & Small Library Roundtable for 2023.

Old Business:

Financial review - Kristine has heard nothing back, so Chris will reach out to Linda since it is now past the time that was projected to be ready.

Basement - The basement is totally cleaned out. We need to find some sort of shelving. Erica will get some pricing of different shelving to be discussed at the next meeting.

Proposed Budget: This still needs to be worked on. Erica stated that most of her numbers should carry over from last year. Numbers for our utilities will need to be tweaked as the cost of these continues to rise. The Gas bill was high considering that the pilot light was off for the summer months. Erica agreed to contact UGI to check and make sure there are no issues.

Holiday Fest: 22 signs and posters need to be out by the first week of October. Sign locations were divided up among board members. Wellsville- Kris, Whitesville - Chris, Gold, and Ulysses - Nate, Coudersport - Laura, and Genesee - Sue. Table set up will start on Thursday Nov 10th at locations that we can. Time for meeting on Sat, the day of the festival is TBD. All hands will need to be on deck to make this festival a success. Assignments are as follows, Kitchen- Erica, Ruth and Darlene, Methodist Church - Chris, Parish Hall - Nate, Fire Hall - Kris, Chinese Auction at Fire Hall - Sue. Bake sale will be run by Sherry Cornell and Lori (Erica's Mother). The call list will be split up for us to all contact locals for donations of baked goods. Food items to be sold in the kitchen are sloppy joe's, chili, hot dogs, and soup. Lunch slips will be handed out to all vendors, and it will be up to the staff to get the orders to the kitchen and deliver them to the vendors. Kris will take care of getting us all walkie talkies to be used on the day of the festival. Erica has offered to make us STAFF shirts to make it easier for people to identify for any questions or concerns they may have during the festival. We will need to get Erica our shirt sizes. Judy Brown from A Way Out has asked to have Information Info available and we decided she could have pamphlets set for no fee. We will have a Pre-Holiday Fest meeting on 11/1 @ 6:30, this will be only to discuss last minute details of the festival, this will not be a regular session meeting.

New Business:

NOPO yearbook ad - A unanimous vote of no was determined for this.

Office 365 - Business pro for free is available to us since we are a non-profit.

Dehumidifier - Erica will get information on this and bring it to the next board meeting.

Garbage removal from the basement was done by the Township and they covered the cost for us. It was decided that a thank you should be sent.

Trick or treat will be held on Oct 31st from 5-7pm, Lisa Werner will dress up and hand out candy at the library for us. Candy has already been purchased.

Tracy Nelson contacted Chris about a time for her daughter Emma to meet with the board about her donation. No time was determined at the meeting. Will wait and determine after they know for sure when Emma plans to make her donation.

Next meeting: Oct 10, 2022 @ 6:30

Motion made to adjourn the meeting was made by Nate and 2nd by Kris, unanimous motion carried at 7:34 pm.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

DRAFT