

Genesee Area Library Board Meeting Minutes for January 17, 2022

This meeting was held via Zoom due to COVID-19 restrictions

Meeting called to order 6:31pm

Attendance: Chris Moser (President/Co Treasurer), Laura Bryant (Vice President), Lisa Werner, Mary Engle, Trinity Cowburn, Sue Reed, and Erica Moses (Director).

Absent: Kristine Smith

Motion to accept November 15, 2021 Meeting Minutes, made by Trinity, 2nd by Sue Reed, unanimous-motion carried.

Directors Report by E.Moses

See attached

Discussed Makerspace Program/3D Printer using Carolyn Eaton donation.

Upkeep cost of 3D printer? Cost \$2500 from a grant.

Costs over \$100 need board approval for Makerspace materials.

<https://oedb.org/ilibrarian/a-librarians-guide-to-makerspaces/>

Board needs to set holiday dates yearly. Left alone this year because it is in the handbook. The board will review the handbook, listed holidays, when we go over the library policies.

Spending costs and how to utilize money needs to be added to library policies.

Old Business:

Rob removed the Christmas tree and some parts will be removed in the spring due to the frozen ground.

New Business:

Set board Chairs

President: Christine Moser

Motion to have Chris Moser remain as President, made by Sue Reed, 2nd by Trinity Cowburn, unanimous-motion carried.

VP: Laura Bryant

Motion made by Chris Moser to have Laura Bryant remain as VP, 2nd by Trinity Cowburn.

Secretary: Previous Kristine Smith

New: Sue Reed

Motion made by Chris Moser for Sue Reed to take the position of Secretary, 2nd by Laura Bryant

Treasurer: Kristine Smith

Motion made by Chris Moser for Kristine Smith to remain treasurer, 2nd by Sue Reed

Right to Know Officer: Erica Moses

Motion made by Chris Moser for Erica to remain RTK Officer, 2nd by Lisa Werner

Meetings Schedule is the 3rd Monday of each month at 6:30pm

Potter Tioga Meeting

Money given to the library will be about the same as last year.

1st part of funds will be distributed in Feb

2nd part will be after the Financial Review

Leslie discussed the grant for the library (see directors notes)

Chris Moser is currently the Vice President of Potter Tioga

Budget was passed at the meeting

There was some left over money from last year (because of COVID)

Next meeting will be in April.

Next Meeting to be held via Zoom on February 21, 2022 at 6:30pm

Motion to adjourn Meeting made by Lisa Werner, 2nd by Chris Moser - Adjourned at 7:22pm

Respectfully submitted,

Laura Bryant, Vice President

The meeting was not audio recorded

Director's Note

January 17th Meeting

Patron Count November: 55 Adults, 13 Kids (1 New Patron Signups)

Patron Count December: 48 Adults, 19 Kids (1 New Patron Signup)

5 YA at program, 8 kids at program (Nov)

5 YA at program, 5 kids at program (Dec)

New Items: 22 (Nov) 10 (Dec)

Deleted Items: 73 (Nov) 83 (Dec)

Patron Survey Results:

No new ones this month from the generic one on the website, but we did receive two

We currently have 17 people in the blind date book club, with just 3 people on "pause" for the holidays. I'll reach out to them before book picks in February to see if they want to become active again.

The week before Christmas, we took in \$6700 in donations/grant. The biggest being a grant for 2500 from the Potter County Commissioners, and a donation from Steven Eaton for 2500 in memory of his sister Carolyn. Olney-Foust also gave us a donation of 1250, the rest came from patrons.

Leslie is working on the American Relief grant for the library. Each library is receiving roughly \$2600, that is reimbursed and has to be spent on very specific things. Currently, we're looking into using those funds to purchase a 3d printer, pending a discussion with Brent about the specifics of what we would need as the grant just purchases the hardware. (Sent Brent a message on 1/11 so I should have more info at the meeting.)

Which leads me to wanting to create a makerspace. It's been a goal since I've started, and I've been slowly working towards it. If we do end up with a 3D printer, it's a huge step in the right direction. Steven Eaton wanted his donation to go towards programing. If we took his donation, and the grant monies from the commissioners, we could create an incredible space for kids/teens/adults, as well as programing that utilizes said equipment. With Steven's donation being in memory of his sister, we can name it after Carolyn, or just call it the Eaton Maker Space.

Looking into a book buy-back program through baker and Taylor

Received lots of financial books for kids from the US Government Publishing Office. All Free!

Was selected to be on the EDI committee for PaLa, our first meeting is 1/11. Will discuss at the meeting but with it being the first session, I'm not sure I will have much information.

Was asked to join the PaLa scholarship committee and accepted.

Jared came in and looked over the basement. He's worried about some wires but didn't have the chance to trace them. He also looked at the sump pump, the one we have now doesn't really move the water (there is water in the hole and we turned it on), it's also not an automatic one. He found a few on Amazon roughly around \$100, that would connect to the original sump pump tubing and automatically pump the water out. He also said that if we ever wanted to replace the hot water heater, that a small 10 gallon electric one would be more than enough for us. Pre-pandemic prices for it were

again, roughly \$100 but we didn't look into it further as we it isn't something we absolutely need. He came in to clean up all the garbage and damaged fixtures that have been there since before I started, however with the weather last Friday, he didn't want to travel to Gold so I'm hoping to have him back in soon to take care of it.

Policy/Procedures/Handbook all needs to be gone over.

Holiday dates for 2022 (if we decide not to use what is already set in the handbook)

Memorial Day Weekend would start summer hours so we would be closed 5/28

4th of July and Labor would already have us closed on Saturday because of Summer Hours so nothing to worry about there.

November 25th and 26th for Thanksgiving

December 24th -Christmas Eve (Saturday)

December 31st – New Year's Eve (Saturday)

Official Copy at Library

Genesee Area Library Board Meeting Minutes for February 22, 2022. This meeting was held via Zoom due to COVID-19 restrictions.

Meeting called to order at 6:35 pm.

Attendance: Chris Moser (President/Co- Treasurer), Laura Bryant (Vice President), Kristine Smith (Treasurer), Sue Reed (Secretary), Lisa Werner, Mary Engle and Erica Moses (Director).

Absent: Trinity Cowburn

Motion made to accept January 17, 2022 Meeting Minutes made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

Treasurer Report by Kristine Smith

Treasurer's Report:

Balances from 1/31/22 bank statement:

Checking \$48,336.42

Savings \$3,705.78

January made deposits of \$4,325.09, paid expenses of \$2,597.08

Made a deposit of \$3,000 on 2/17, \$1,000 received from TriCounty grant and \$2,000 from donation by the American Legion. Have check from the state in the amount of \$5,902.57 to be deposited, this check is for 90% of 2022 state aid.

Motion made to accept by Laura Bryant, 2nd by Sue Reed

Director Report by Erica Moses

See Attachment

Discussed updating library website to include picture and brief get to know members of the board and we chose to leave as is.

Sharing out vendor list with Whitesville Howe Library. Unsure of Chinese Auction as no word yet if there will be a Community Days set for this year or not. Discussed mailing list for donations and chose no mailing for donations only to offer acceptance of donations can be made on our library website, and FB page as well as the town Newsletter. Erica asked about having conference fee paid for by the Board for a conference being held in Harrisburg in Oct., the Hotel fee would be covered by Leslie.

Old Business:

Ed Moore Memorial - possible to do an "Ed Moore Day" hosting it in June when the Fire Dept does their chicken BBQ

New Business:

Think Pads to be donated to the CTC IU9 Computer Class. Motion made by Kristine Smith and 2nd by Lisa Werner., unanimous - motion carried.

Review of the By-Laws, Policies and Procedure Handbook and the Employee Handbook, corrections and updates made as group. Motion to accept made by Kristine Smith, 2nd by Chris Moser, unanimous - motion carried for the By-Laws, Policies and Procedure Handbook. Motion made to accept the Employee Handbook made by Laura Bryant, 2nd by Kristine Smith, unanimous - motion carried.

Reconsideration Committee will need to be developed, it will need to be a committee of 5. This should be a composed of 3 community members, 1 Board member and the Director. Suggestions made for the community members to be Kim Eckenrode, Sue Ransom and Ashley Daniels.

Motion to adjourn Meeting made by Sue Reed, 2nd by Laura Bryant @ 7:45pm

Respectfully submitted,

Sue Reed, Secretary

This Meeting was not audio recorded

Director's Note

February 21st, 2022

Patron Count: 59 Adults, 5 Kids (No new Patrons)

New Items: 80

Deleted Items: 87

Signed us up for Sustainable Shelves program through Baker Taylor. It will help get rid of the excess books that no one is buying and gives us a credit towards new books from B&T.

I would like to include a "meet our board members" page on our website. All I would need is a picture and a small blurb that you would like to have added. It would look something like this:

<https://www.northlandlibrary.org/category/meet-our-board-members/>

Teen Art Night is on the 18th February

Preschool Reading is scheduled for Feb 25th

Can we donate the old ThinkPad computer and the two older monitors that are kicking around to Brent? State Funding for 22/23 is has a proposed increase of 1 million dollars!

Leslie let us know that state funding arrived on 2/9 so the checks should be coming soon.

I have programming mostly planned through the end of May, although through the end of March is up on the website. I've planned dates for Summer Reading, and I would like to try and do three separate programs one for preschool through 1st grade and will be more of an extension of preschool story time. The main group, 2nd through 6th grade, and then a teen one which would be 7th through 12th. I was to focus more on handing out books as prizes instead but will still have "goodie bags" with things that fit this years theme. I'm looking into reading planners for the teens and maybe do 1 bigger prize drawing where how many pages you read is how many chances your name goes into it? Not sure of the prize yet, I'll be talking about it with my teens that show for art night. The last date of summer reading would be the "party" and for everyone who's attended.

Meeting Minutes March 2022

Genesee Area Library Board Meeting Minutes for March 21, 2022. This meeting was held via Zoom due to Covid-19 restrictions.

Meeting called to order at 6:33 pm.

Attendance: Chris Moser (President/Co-Treasurer), Laura Bryant (Vice President), Kristine Smith (Treasurer), Sue Reed (Secretary), Lisa Werner, Trinity Cowburn and Erica Moses (Director)**Absent:** Mary Engle

Motion made to accept the February 22,2022 Meeting Minutes was made by Lisa Werner and 2nd by Kristine Smith, unanimous motion carried.

Treasurer Report by Kristine Smith

Bank Statement balances as of 2/28/22 we're: Checking account \$48,336.42
Savings Account \$3706.23
During February deposits totaling \$3000 were completed, Expenses of \$3,309.53 deducted.
We received 90% of State Aid in the amount of \$5,902.57 which was deposited on 3/2/22.

Motion made to accept by Sue Reed, 2nd by Lisa Werner, unanimous motion carried.

Director Report by Erica Moses

Patron Count: 70 Adults, 6 kids, 4 YA (1 New)
New Items: 95
Deleted Items: 205

4 teens came to art night
preschool story time seems hit and miss so far

Programming is up and scheduled through May, June will be all Summer Reading Programming.

Teen Reading Advisory club is scheduled for April. I gave Sandra Baker a flyer to bring to school with her. It needs to be approved by the principal before it's handed out.

I submitted donation requests to Hershey Park, Niagara Aquarium, in hopes they will donation admission tickets for a family of four to be used as prizes for our Summer Reading programs. Hershey has already declined, but I have yet to hear back from the Aquarium.

Summer Reading ideas discussed. Teen Readers Advisory Board first meeting set for April 9th, with pizza in hopes to reel in some teens! No luck with donations requests from Hershey Park or Niagara Aquarium. Free Museum Adventure Pass available to be signed out for the PA Lumber Museum using your Library card.

Old Business:

Ed Moore - nothing new

Reconsideration Committee - only person that responded back to Erica was Ashley Daniels who said yes. Erica will reach out again to Sue Ransom and Kim Eckenroad.

New Business:

Erica proposed for a performer Tanglewood to be booked for part of the Summer Reading program, the cost would be around \$155, this includes 40 min presentation and mileage. Motion made by Chris Moser and 2nd made by Sue Reed with unanimous motion carried.

Financial Review with Linda Twig, need to get to her - Kristine Smith to make the arrangements and take care of.

June said that our Annual Report looked good.

Lifting of Mask Mandate - Erica shared that at the Directors Meeting we were the only Library left still requiring. Motion was made by Chris Moser that the Director, Erica Moses make the decisions on masking, 2nd motion made by Lisa Werner, unanimous motion carried. Decision by Erica was that no masks required for vaccinated patrons.

Kristine Smith notified the Board of the Right to Know request that was filed. Erica will get to the lawyers the information that is being requested.

Motion made to post Meeting Minutes online was made by Trinity Cowburn, 2nd motion by Chris Moser, unanimous motion carried. Erica will be posting these online.

Next Board Meeting to be held on April 18, 2022 @ 6:30pm

Motion to adjourn meeting made by Kristine Smith and 2nd by Chris Moser @ 7:12 pm

Respectfully submitted,

Sue Reed, Secretary

This Meeting was not audio recorded

Meeting Minutes April 2022

Genesee Area Library Board Meeting Minutes for April 18, 2022. This meeting was held via Zoom due to Covid-19 restrictions.

Meeting call to order at 6:35 by President Chris Moser.

Attendance: Chris Moser (President/Co-Treasurer), Laura Bryant (Vice Pres), Kristine Smith (Treasurer), Sue Reed (Secretary), Lisa Werner, Mary Engle, and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion made to accept the March 21, 2022 Meeting Minutes was made by Laura Bryant, 2nd by Kristine Smith, unanimous motion carried.

Treasurer Report by Kristine Smith

3/31/22 Bank statement balances are:

Checking \$50,847.89

Savings \$3,706.23

Credits for March were \$5,964.92

Debits we're \$3,151.94

Paid the PA Access for period of July 1, 2022 to June 30, 2023. Have bill in hand for President's bond for treasury that I will be paying. Had a hiccup in PA Revenue reporting, payments were received but it appears they didn't receive the report, they have called the library twice and I have tried to call them back but hold times are half hour or greater and I only have a half hour for lunch. Believe I found the period they were missing, and I mailed it to them. Will be doing quarterly liability reports/payments by month end for 1st Qtr.

Motion was made to accept by Sue Reed, 2nd by Chris Moser, unanimous motion carried.

Director Report by Erica Moses

Patron Count: 69 Adults, 16 Kids (2 New)

New Items: 42

Deleted Items: 385

3 Adults came to the Seed Library Kick off, and I've had a couple people stop in for seeds.

Kids programming is still hit and miss on if anyone comes or not.

We are on the schedule with Tanglewood for June 8th at 3pm. They will bill us after the event.

We received a right to know request on March 22, 2022, and a response containing our Bylaws, as well as meeting minutes from 2019 to the present was emailed to the law firm as requested on March 26, 2022. A total of 7 emails were sent. As of April 9th, no response was received so I'm assuming they received the emails and everything was satisfactory.

Conflict of Interest Statements – we approved the policy, but we did not include on how often it should be updated/signed. With terms being appointed every 3 years, should we have them done every three years or just once when added to the board? That being said, everyone should stop in and sign the current approved conflict of interest.

Sherry should have a review done. It's been a while.

I heard back from Sue Ransom, and she agreed to be on the Reconsideration committee. I did call Kim and sent a follow-up email when I didn't hear back. As of 4/9, no response.

I reached out to our friends with the watershed association and will again, be helping with summer reading on June 22nd.

JVB does an "Own a Day" that I think we could replicate here. This comes right from JVB's website: The Library's "Own-a-Day" program makes the perfect gift. For \$100, you can Own-A-Day at the library and have your gift be recognized on the receipts at circulation desks, on the flat-screen TVs inside the library, on the library's home page, and in the library's email and printed newsletters. This is the perfect way to honor or memorialize someone special, publicize a business, or celebrate a birthday or anniversary.

I think it's something we could tie into "Ed Moore Day" and keep it going.

I am attending a Director Leadership Institute by PALS (PaLa Academy of Leadership Studies) in June. It's a three-day workshop that starts Sunday, June 5th and finishes Tuesday, June 7th. Sherry has agreed to work that Tuesday so I can attend. I asked the system to reimburse the cost and decided to not attend the PaLA Conference in October.

I applied for a Libraries Connect Communities (LCC) and Broadband Resources program, a project of the Keystone Initiative for Network Based Education and Research (KINBER), the Office of the Commonwealth (OCL), and Pa Department of Education. They accepted us into their Tier A of the 2022 LCC Cohort.

(Copied from email)

As a participant in Tier A of the 2022 LCC Cohort, your library is eligible to receive the following benefits:

- Membership in the 2022 LCC Library Cohort Working Group comprised of staff at participating Pennsylvania libraries that meet in the Stakeholder Engagement Training Virtual Sessions.
- Participation in the 2022 LCC Stakeholder Engagement Training Webinars and Virtual Sessions series led by [Carson Block](#), a premier library technology expert.
- Participation in [perfSONAR](#) network analysis testing made possible by the [Engagement and Performance Operations Center \(EPOC\)](#) led by Indiana University.
- Access to the LCC Library Resource Allocation Funds through the following improvement packages: Broadband Connectivity Improvement Package, Digital Literacy Improvement Package, Library Network Infrastructure Improvement, Patron Interface & Lendable Hardware Improvement Package, and Wireless Equipment Improvement Package. These packages are designed to provide participating libraries with personalized solutions to their specific network connectivity and capability needs, and give them the ability to request funding for network connectivity projects including fiber builds and WISP solutions, plus the procurement of hardware, software and other vital network infrastructure equipment.

The goal of the LCC initiative is to empower libraries in Pennsylvania communities unserved or underserved by broadband and to help them strengthen their role as community anchor institutions by improving technology understanding and resources.

As a participant in Tier A of the 2022 LCC Cohort, you're expected to:

- View as many Stakeholder Engagement Training webinars as possible, and complete and submit all "homework" assignments via our online cloud-based platform.
- Attend and actively participate in as many Stakeholder Engagement Training virtual sessions as possible.
- Submit all reporting documents and ensure completion of all reporting requirements related to equipment purchases and other LCC funded projects/activities in compliance with all deadlines.

The OCL offered funding to support STEM based events. The funding come from the Institute of Museum and Library Services (IMLS) and the Library Sciences and Tech Act (LSTA). The purpose of the project is to give libraries with limited internet access, offline stem opportunities for youth and families to help remove barriers to STEM education. We qualified for the opportunity, and I filled out the form saying that we would participate. We will be receiving a 3Dux GOBOX Classroom Kit, Gobox Pro LED Lighting, Squishy Circuits Group Kit and Dough Kit, Strawbees New STEAM School Kit and 50 STEM bags to hand out that do not require a computer or internet connections. Everything is supposed to be delivered in early April and I need to create programing to hold during Remake Learning Days which is May 12-23.

June sent out an email saying that we are receiving a copy of the PA One Book this year. It was mailed out April 7th.

June also sent out an email about a tentative district budget and agreement for 2022/2023. The biggest change is that all the funds from collection development are being shifted to the electronic resources line and will include electronic magazines. Her email said that we can use them to supplement the magazines required by state standards but is looking into if we can use them to replace print version completely. Currently, our print magazines never circulate.

Old Business:

Ed Moore - Kristine did get a message out to Ed's family. Had not spoken to the Fire Dept but plans to go to the next meeting to discuss combining this with them.

Reconsideration Committee- Erica now has acceptance from Ashley Daniels and Sue Ransom. Never heard back from Kim Eckenroad so new names for the 3rd person for this Committee was suggested, Joan Torrey or Sue Valentine. Erica will reach out and see if one of them would be interested in being a part of the Committee.

Financial Review: Linda Twigg said extension given

New Business:

Holiday Fest - Table until Fire Dept reviews if they will be opening their hall for gatherings.

Sub-pump issue with getting the water out of the basement, Chris and Erica will attend the next Township meeting to ask them to cover this.

Plan to have early budget discussions in Sept to get it approved by Oct so we can have it turned into the Township by November deadline.

Possible fund raiser of Own Library for a Day was suggested, where you can honor/memorialize/business donations. This will be posted on our Social Media pages. Cost of this discussed and Erica will try to come up with tiers of donations.

Library Connect Resource Program for 2022 will give us updated equipment for better internet and Wifi.

Conflict of Interest forms need to be updated and signed by all those on the Library Board. Erica will have them and asks that we all stop in and sign.

Sherri Cornell raise of .50 cents was voted on and approved, Chris Moser made motion, 2nd by Kristine Smith, unanimous motion carried.

Erica's review will be due in June.

Next board meeting to be held on May 16th, 2022.

Motion made to adjourn meeting made by Kristine Smith, 2nd by Sue Reed, unanimous motion carried at 7:11pm.

Respectfully submitted,

Sue Reed, Secretary

This Meeting was not audio recorded

Meeting Minutes May 2022

Genesee Area Library Board Meeting Minutes for May 16, 2022. This Meeting was held via Zoom due to Covid-19 restrictions.

Meeting called to order at 6:35 pm by President Chris Moser

Attendance: Chris Moser (President/Co-Treasurer), Laura Bryant (Vice Pres), Kristine Smith (Treasurer), Sue Reed (Secretary), Lisa Werner, Trinity Cowburn and Erica Moses (Library Director)

Absent: Mary Engle

Motion made to accept the April 18, 2022 meeting minutes was made by Laura Bryant, 2nd by Chris Moser, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank as of 4/29/22

Checking account \$48,386.96

Savings account \$ 3,706.23

Debits of \$2,465.17 throughout the month.

Two donation checks to be deposited totaling \$105.00, as well as petty cash of \$47.00 to be deposited.

Quarterly reports were completed for 1st Quarter reporting.

Director's Report submitted by Erica Moses

Patron Count: 78 adults, 9 kids (1 New)

New Items: 65

Deleted Items: 94

The last two directors' meetings, we've been discussing the possibility of our waivers being more difficult to fill out and more difficult to get approved. The biggest issue for us will probably be opening the library up for the hours they require. I'll keep the board informed as I know more.

I called Joan Torrey, waiting for a call back.

Own a Day Tier:

\$25 - \$50: your day is mentioned in the monthly newsletter

\$51 - \$75: above, plus a personal post on Facebook and Instagram

\$76 and up: first two plus printed on all receipts for the day.

Programming in general has been seen poor attendance. Preschool story time see one or two participates and it's usually the same kiddos. Teen Art does well. Blind date book is still the best. Kids craft day and science kids rarely see any participation. Teen art and blind date book will continue through the summer, but I'm going to evaluate the rest and make changes for the fall. Any input on something I can be doing better would be appreciated.

I added a Children's resource page to our website: <https://geneseeibrary.com/resources-for-children-students/> and updated our general online resources page: <https://geneseeibrary.com/online-resources/>

Summer reading is set and ready to go. There will be two different groups/age ranges. Wednesday afternoon at the park for 2nd grade through 6th grade and Friday mornings for pre-k through 1st grade. Both groups will meet at the park the last two weeks on Wednesday for the headwaters picnic and the party. Dates and times are on the website, in the Genesee Newsletter, and in the library's newsletter. Flyer is hung in the post office and at kwik fill directing people to stop at the library.

Adult/Teen SRP: Book Bingo. Patrons grab a bingo card from the library (or print one out) I would like to use some of the funds from Steve Eaton's donation to purchase gift cards. I would like to purchase 4 \$25

and 1 \$100 gift card to kiwk fill for the adults and 2 \$50 to Barnes and Nobel for the teens. I would also like to purchase 2 \$25, 1 \$50 and 1 \$100 to Barnes and Nobel for the main program. For adults and teens, it will run all summer long. You'll get an entry for a \$25 for each bingo and an entry for the \$100 for filling a card. For the main SRP, the kids will get an entry for each hour of reading they complete before the last day of the program. (I did send a request for a donation to kiwkfill via their contact form online.)

We have a policy that states I can be paid for any trainings that I attend as long as I have prior approval. With the director institute in Harrisburg that I am attended in June, I miss one work day (Sherry is covering). Can I be paid for just that day? I don't care about the mileage or being paid for the other two days, just the day that I would normally be working.

Old Business:

Ed Moore - Kristine Smith is chairing this event, Ed Moore day will be June 11th @ 11am at the Library. This is being coordinated with Fire Dept chicken BBQ as they have their own presentation for Ed as well. Plaque will be ordered by Chris Moser at Hauber's Jewelry on May 17th. She will be ordering a 10 1/2 by 13 plaque, the motion for this size plaque was made by Kristine Smith, 2nd by Laura Bryant, unanimous motion carried. Erica to get in touch with Roy to have this date and time put in the town newsletter and Kristine will get posters up in town along with contacting the Potter Leader so they can attend to take pictures for the paper. Trinity will also have Rob take pics for the Library to use on all our sites. We will also be doing a Boots & Books money collection drive starting June 11th encouraging people to give like Ed. Collection containers will be set up at businesses in town. All money collected will be split with the Fire Dept, as this is a combined event.

Reconsideration Committee - Joan Torrey was unable to do, Erica is going to ask Erica VanEtten.

Financial Review - All tax information sent to Linda Twigg who had already put in for an extension as she usually does.

Holiday Fest - Firehall can be used if we decide to have our Annual Festival.

Township Meeting on Sump Pump - Chris and Erica attended last Township Meeting and Travis is to stop by and check out. We will be on hold until he does this and gets back to the Library on what he has come up with.

Conflict of Interest Forms - A few members still need to stop in and sign these forms with Erica.

Erica's Review - Will hold Executive Session at 6pm June 20th to do her eval prior to our 6:30 Board Meeting.

New Business:

Paid Training - Erica will be attending training in June in Harrisburg. We decided that 12 hours of pay would be covered for her training and travel for this, motion made by Kristine Smith, 2nd by Sue Reed, unanimous motion carried.

Reminder to all Board Members, we can only miss 3 meetings a year.

Next meeting June 20th, Executive Sessions scheduled for 6:00pm, regular Board Meeting will start at 6:30 pm.

Motion made to adjourn meeting made by Kristine Smith, 2nd by Sue Reed, unanimous motion carried at 7:30 pm.

Respectfully submitted,

Sue Reed, Secretary

*** This Meeting was not audio recorded***

Meeting Minutes June 2022

Genesee Area Library Board Meeting Minutes for June 20, 2022. This Meeting was held via Zoom.

Executive Session was held starting at 6:06 pm prior to the regular scheduled Board meeting to do Erica's performance review. Upon completion of Erica's review, decision was made to give Erica a raise of .75 cents bringing her current pay from \$12 to \$12.75. Motion was made by Chris Moser and 2nd motion by Kristine Smith, unanimous motion carried to accept the raise. Executive Session ended at 6:30 pm.

Attendance if Executive Session: Chris Moser, Laura Bryant, Kristine Smith, Sue Reed and Lisa Werner

Absent: Trinity Cowburn

Board Meeting called to order at 6:30 pm by President Chris Moser.

Attendance: Chris Moser (Pres), Laura Bryant (Vice Pres), Kristine Smith (Tres), Sue Reed (Sec), Lisa Werner and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion made to accept the May 16, 2022 meeting minutes was made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

Treasurer Report by Kristine Smith

Bank Statement Ending 5/31/22 Balances

Checking \$44,870.73

Savings \$3,706.70

Debits of \$3,525.00 throughout the month.

On June 9th I made a deposit for \$4047.83, township donation for March and April Collections. March, April and May petty cash of \$52 and two donations (\$75 and \$30)

Tax extension approved till 11/15/22

Ed Moore Fundraiser raised total of \$271.00, half to go to the Fire Dept and half (135.50 each) to be deposited into library checking. \$268 was raised on Saturday, \$2.00 from bin at Reed's and 0 from bin at First Citizens Bank

Need to review QuickBooks software, our current version is no longer supporting payroll services. Anticipating around \$520 in upgrade costs.

Directors Report by Erica Moses

May Patron Count: 68 adults, 15 kids (1 New)

New Items: 28

Deleted Items: 0

Blind Date Book Club: 9 members (1 new signup)

Summer Reading: 19 kids signed up starts June 15th with Tanglewood. Kwikfill sent us four \$25 gift cards so we won't need to purchase those. I have handed out a couple adult bingo sheet, but no teen sheets.

Own a Day Tier:

\$25 - \$50: your day is mentioned in the monthly newsletter

\$51 - \$75: above, plus a personal post on Facebook and Instagram

\$76 and up: first two plus printed on all receipts for the day. (and digital frame if I can get it figured out)

Ed Moore Day: We had over 20 people join us at the library, Ed's plaque is hung up.

I will see Erica VanEtten on the 15th and will speak to her then about the reconsideration com. Should have an answer by our June meeting.

Township replaced our sump pump and added pipe to the existing drainage pipe. Attending the township meeting on the 15th to thank them.

Directors' Institute was well worth the drive and the exhaustion that followed. It was an intense couple of days, but I learned a ton and have a few ideas that I'm working on for the future. Made some great connections and met Christi Buker who is the Pa Library Association Executive Director. We've chatted on the phone and in committee meetings, so it was awesome meeting her in person. I also have all my CE for the year

If we are leery on having Holiday Fest, or can't get the required space, what about doing a beef on weck dinner? The biggest cost would probably be rolls/beef but I have the capacity to cook/make everything. We would just need a space to take money/serve.

Old Business:

Ed Moore Day - We had 20 people in attendance for the presentation to Ed's family. Chris Moser presented the plaque to Ed's family. Potter Leader newspaper and Robb Cowburn were present to take pictures. The Boots and Books money drive held on this day with the Genesee Fire Dept raised a total of \$271 to be split with the fire dept.

Reconsideration Committee - Erica VanEtten agreed to be on this committee. With Erica's agreement this gives us the last of the required number of community members needed for this committee.

Sump Pump - The sump pump was replaced with longer piping by the Township.

Financial Review - Tax extension was approved until Nov. 15, 2022. Kristine will remind Leslie that we would like this done before that deadline to get the rest of our funding.

Holiday Fest - On hold.

New Business:

Erica's Review - At the Executive Session held prior to tonight's meeting, a raise of .75 cents was approved to bring Erica's pay rate to \$12.75 per hr.

Tri-County Grant - Nick Reiter contacted Chris Moser to remind her of this grant and she will take care of getting the application for the grant completed.

Resignation of Board member - Prior to tonight's meeting Mary Engle emailed her resignation. Erica will post on all Library sites we are looking for someone to fill the seat.

Printer Ink: Motion was made that Erica can purchase printer ink as need without the board approval for this. Motion was made by Chris Moser and 2nd by Laura Bryant, unanimous motion carried.

Informational Report - Erica compiled a report and shared with all of the board to review prior to this meeting. 1st motion made by Kristine Smith for this to be posted on Library sites, 2nd by Chris Moser, unanimous motion carried.

Quick Books Payroll - Kristine brought to our attention that this no longer supports our needs. We will need to upgrade to new software, will try to find the cheapest. Motion made by Chris Moser, 2nd by Sue Reed, unanimous motion carried.

Erica also shared that her course work was completed and she is now considered Library Technical Assistant. Great Job Erica!!!

Next meeting: July 18, 2022 @ 6:30

Motion made to adjourn meeting was made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried at 7:30 pm

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

DRAFT

Meeting Minutes July 2022

Genesee Area Library Board Meeting Minutes for July 18, 2022. This meeting was held via Zoom. Meeting was called to order by Chris Moser board President at 6:37 pm
Attendance: Chris Moser (Pres/Co-Treas), Laura Bryant (Vice Pres), Kristine Smith (Treas), Sue Reed (Sec), Trinity Cowburn, Lisa Werner and Erica Moses (Lib Director)

Motion made to accept the June 20, 2022 meeting minutes was made by Chris Moser, 2nd by Trinity Cowburn, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 6/30/22 Bank Statement:
Checking \$ 46,431.73
Savings \$3,706.70

Credits for the month were \$4,057.83 - includes County Aid Distribution from PTLs
Debits were \$2,500.66 in expenses.
Money from Ed Moore Day given to the Fire Dept. (\$135.50)

Quarterly reports will be completed by month end

Directors Report by Erica Moses

June Patron Count: 67 Adults, 24 Kids (4 New) (Does not include the 20+ for Ed Moore Day, or Summer Reading counts)
New Items: 48
Deleted Items: 49
Blind Date Book Club: 12 (2 New)

Summer Reading: Really awesome turnout every week. Weeks 1 and 3 saw everyone who signed up, week 2 we were missing two kids, and week 4 dropped to almost half, but with it being 4th of July, I know families were on vacation. I have received a few messages on how much fun the kids have been having and another saying I was doing a really awesome job engaging with the kiddos.
Game of Chance \$25 for a 30 day license, \$125 for the year.

6 month over drive stats: 77 (last year 56)
6 month website states: 1090 session (last year 555)

A certified letter along with a bill was sent to the patron with the books that been out since February. They were given until August 1st to submit a payment.

Pa state budget saw a HUGE increase to the public library subsidy. No word yet on how that will affect us and our system, but Leslie says to expect a few more dollars in 2023.

The months of July and August will be spent catching back up on weeding so don't be shocked at the deleted numbers. By the end of those two months, 80% of the library will have been weeded. It was long overdue and really needed to be done, especially in our non-fiction section.

I had mention last month that a long term goal for the library was to get us up to state standards when it came to open hours. Currently, we are open 28 out of the 35. Kristine and I are working on what it will look like monetary wise to slowly get us there. My plan is two more for 2023, then another two in 2024, than one more each following year until we've hit 35. I would look to hire an assistant in 2024 to help keep the wages portion down a bit.

I also have a few other ideas that I'm working on collecting information for and will present when the time comes.

Old Business:

Financial Review - waiting for Linda Twigg to complete, she has everything and we did put in for the extension.

Tri-County Grant - This has been completed and submitted by Chris Moser.

Holiday Fest - Still considering, have concerns with having the space for vendors and food sales, especially if the Methodist church will not be available. Will continue conversation at next meeting, it's still early and we still have some time.

Quick Books Payroll - It was decided it would not be worth the cost to purchase for what we use it for. Shinglehouse Library did share with Erica, who in turn shared with the board how they use and Excel Spread Sheet for their payroll. Kristine stated she is fine doing it the way she has been and will continue to do it this way.

New Business:

New board member Nathaniel Pott Jr was approved by the Township just pending clearances.

PTLS Meeting - Zoom meetings still continue. The library system vehicle is bad off, money is put aside every year for vehicle and with increase of money they will look for a new vehicle. The next meeting will be in October.

Next meeting: August 15, 2022 6:30 pm

Motion made to adjourn the meeting was made by Trinity Cowburn, 2nd by Kristine Smith, unanimous motion carried 7:28 pm

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

Meeting Minutes August 2022

Genesee Area Library Board Meeting Minutes for Aug 15,2022. This meeting was held via Zoom. Meeting was called to order by Chris Moser board President at 6:35 pm

Chris introduced and welcomed Nathaniel to our board.

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

Motion made to accept the July 18, 2022 meeting minutes was made by Kristine Smith and 2nd by Trinity Cowburn, unanimous motion carried

Treasurer Report by Kristine Smith

Balance as of Bank Statements 7/31/22

Checking \$48,977.21

Savings \$3,706.70

Debits in July were \$2,338.11

Credits were \$4,879.44 (included Potter County Aid, Ed Moore Day and library generated sales).

Have a deposit ready from Township donation from May and June tax collections.

Quarterly reports for 2nd quarter were completed, I did experience inability to access the entity reports from Quickbooks but was able to find the blank reports online to submit.

Motion made to accept the Treasurer report was made by Sue Reed, 2nd by Trinity Cowburn, unanimous motion carried.

Directors Report by Erica Moses

July Patron Count: 89 Adults, 27 Kids (1 New)

New Items: 45

Deleted Items: 216

Blind Date Book Club: 12 (2 New)

Payment was not received from the patron that was the sent the certified letter. How do we proceed?

We made \$27 from the book sale in July and so far in Aug have made another \$24.50.

Still behind on where I would like to be for weeding but making steady progress and still on track to be completely done by the end of year.

Summer hours are over the week of labor and will return to normal.

Our budget is due to the township by November and I would like to be able to add another two hours to our schedules starting Jan 2023. This will cost approximately the following:

Wages & Staff Expenses: \$1500

Utilities: \$300

Total: \$1800

State standards are looking for 45 hours weekly. I'm hoping to gradually raise us to 35 over the next 5 years. It has been mentioned that when applying for a waiver, the state is going to want a plan in place in how we're going to get there. I think this would be a good start. My figures come from the annual report for last year and include the total paid out for utilities, wages, and the portion the library pays for

SS, Medicare and PA UC and then rounded up. I also added an additional \$200 to the wages/staff expenses to help compensate for my wage increase.

Library connect communities is about half way done and we've been talking about equipment (new computers, backup hard drives, tech support, etc). I was asked to speak with frontier about upgrading our modem and frontier sent a new one out. There was no cost involved as long as the old one was sent back, which it was.

I did receive an email back from Ben Weirick of Food and Safety. He said that because we are a non-profit, we are exempt from needing a food manager certification.

Old Business:

Holiday Fest - Chris said the Methodist Church will be available for use, after discussion decision was made to proceed forward with the Holiday Fest on Nov 12th. Erica will post on our social media pages, town newsletter and Solomon's. Erica will also get the list of previous vendors and get the invites sent out to them on Aug 30th. During our discussion we also came up with idea for discount to vendors who will be securing space. There will be a nonrefundable deposit required, no exceptions. Early bird cost if reserved by Oct 1st will be \$25, and \$15 for an additional table. Cost for reservation by Nov 1st will be \$30, anything after Nov 7th will be charged \$40. Erica will take inventory on our signs from previous years to be sure we have enough. Sue Reed will take care of reserving the Catholic Parish Hall for this, Chris Moser will reserve the Fire Hall.

Financial Review - Kristine Smith spoke to Linda, should be ready mid to end of August.

Safe Serve - Trinity had found online that we are exempt from needing this.

New Business:

Budget to Township by Nov - Chris and Erica will work on, Kristine will get them some numbers.

LSTA Grant - We were approved for this grant for \$9500. Kinder pays our tech bills once we sent the bills. Erica keep track of how much is being spent as to not exceed the \$9500, she will also be in charge of getting the invoices and sending them on to Kinder to be paid. Motion was made to go ahead with this by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

Erica has a patron that did not respond to the certified letter sent regarding unreturned books, they have books from the borrowed system, and the value of the books is \$77.93. Erica did receive the receipt that the certified letter was received by the patron. Motion was made by Kristine Smith, 2nd by Chris Moser, a unanimous motion carried for Erica to call and report this to the State Police.

Next meeting: September 19, 2022 @ 6:30

Motion made to adjourn the meeting was made by Trinity Cowburn, 2nd by Sue Reed, unanimous motion carried at 7:38 pm.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

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

Meeting Minutes Oct 2022

Genesee Area Library Board Meeting Minutes for Oct 10, 2022. This meeting was held via Zoom.

Meeting was called to order by President Chris Moser at 6:32 pm.

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

Motion was made to accept the September meeting minutes was made by Kristine Smith, 2nd by Trinity Cowburn, unanimous motion carried.

Treasurer Report by Kristine Smith

Bank balances as of 9/30/22

Checking \$43,671.37

Savings \$3,707.17

During the month deposits of \$767.45 and expenses of \$3,225.61 were processed. Have checks totaling \$3,252.55 to be deposited. Will be working to submit quarterly reports by month end

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

Director Report by Erica Moses

September Patron Count: 83 adults, 35 kids (6 new patrons)

New Items: 54

Deleted Items: 83

Blind Date Book Club: 8

Financial Review was submitted and confirmation of receipt by Leslie was received before the October 1st deadline. In talking with Kristine, it might be beneficial for us to consider using someone else in the future.

A note was sent to the township in thanks for covering the garbage removal fees.

We currently have 20 vendors signed up and paid for the Holiday Fest.

Friday, Oct 21, at 11 am is the meeting with the Potter County Commissioners. If anyone can attend to represent the library, it would be much appreciated.

What are everyone's thoughts about charging for programming? More specifically, adult programming?

Old Business:

Financial Review - nothing new to report

Shelving - Erica still looking

Dehumidifier - Agreed to purchase cost of \$300 - \$500. Unsure what it will cost us to run. Decided to table this until the Spring.

Holiday Fest: At the time of this meeting 21 vendors have responded. This number is way down from the 50-60 we've had in the past. Discussion was had on whether we continue or by what date do we

determined to cancel. For now we will go forward with still having and discuss more at our Holiday Fest Meeting on 11/1. Recap of assignments and menu as well as bake sale. Chris will make Sloppy Joes, Chili by Kris, Sue and Trinity, Soup by Erica. Chris will be doing the grocery shopping for all other food. Erica has a portable sound system lined up for use. We will do a call list for the bake sale but will wait until closer to then. Lisa will take Vendor applications to WCS Vendor show on 10/22 to hand out and Trinity offered to take some to the Willing Fire Hall on 10/16 to their Vendor/Craft Show. Rod & Gun Club will allow us to use tables, they are asking for a donation if we do use them. Erica will email us all with a current list of Vendors who have paid, she will update this list as new applications and fees are paid. We will plan a Holiday Prep meeting via Zoom on Tuesday 11/1 @ 6:30 to discuss Holiday Fest only, no other business will be discussed at this meeting.

New Business:

PTLS - PC Commissioners meeting is on 10/21/22, Chris will attend this for our Library.

Review of budget, determined we needed to adjust our gas and electric due to the cost of the utilities going up so much. Other than that nothing else needed to be changed in the budget. Motion made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

There will be no Board meeting in December.

Motion made to adjourn the meeting was made by Kristine Smith, 2nd by Sue Reed, unanimous motion carried at 7:37 pm.

Respectfully submitted,

Sue Reed, Secretary

****This meeting was not audio recorded****

Meeting Minutes November 2022

Genesee Area Library Board Meeting Minutes for Nov 21, 2022. This meeting was held via Zoom.

Meeting was called to order by President Chris Moser at 6:30 pm.

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

Absent: Kristine Smith

Motion was made to accept the October meeting minutes by Laura Bryant, 2nd by Chris Moser, unanimous motion carried.

[Treasurer Report](#) submitted via email to all board members by Kristine Smith on 11/21/22, due to her absence from this meeting

Balances as of 10/31/22 Bank Statements:

Checking Account \$45,190.40

Savings Account \$3,707.17

Deposits of \$4,225.12 and debits of \$2,709.65 throughout the month of October. Quarterly reports were completed.

Holiday Fest Details:

Vendor payments : Received total of \$1060.00 from vendors (\$990 in advance of event, \$70 day of), refunded \$30 due to medical emergency unattended reason. (*Might be missing one vendor payment, Erica may have additional details for meeting)

Total income vendors : \$1,030.00

Day of Sales:

Bake Sale : \$556.75

Chinese Auction: \$928.00

Cafe :\$ 420.75

Quilt raffle sales day of \$108.00

Donations day of \$52.00 (Olney \$50/Teachers Pet \$2.00)

Total Income:\$3095.50

Expenses for event:

\$192.92 - returned \$46.42 worth of hotdogs and buns to Save A Lot

Expenses: (does not include purchase of raffle tickets/paper/ink supplies)

\$ 146.50

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

Director Report by Erica Moses

November Meeting 2022

September Patron Count: 91 adults, 63 kids (4 new patrons)

New Items: 49

Deleted Items: 101

Blind Date Book Club: 9

Blind date book club continues to sit around 8/9 people.

Teen art is still popular, and we have seen a huge update on the number of kids visiting the library the over the last couple months.

Looked into shelving for the basement. I did find some that supposedly hold 200lbs per shelf, but the reviews are mixed. Most of them sit around \$125

Talked with Chris Grom after holiday fest and we are going to start working on adult programming for the new year. She charges a base fee for her materials per person and said that we could always add on and extra fee to support the library. We are looking at doing the first Friday of the month and would mean me working an extra hour or two later. She also requires prepayment and a minimum of 5 people.

Starting in January, I'll be taking a math class Monday night from 6pm until 7:21pm. It was the only option that was only once a week, and not apart of my work hours. Can we move meetings to 7:30 for a couple months? Semester ends 5/8 so it would be the January, February, March and April meetings. Does another night work better?

Old Business:

Holiday Fest - Overall it was a success. There were a few areas we could improve on, but compared to years past, things went so much smoother! Figures for the Holiday Fest costs and earnings are in the Treasurer's report. We did receive a monetary donation from Ben Olney with Olney-Foust Funeral Home, Erica will mail them a thank you card.

Shelving - Sue shared shelving pictures and prices of what she had found at Ace Hardware in Coudersport. Everyone felt that it was adequate to purchase. Motion made by Lisa Werner, 2nd by Laura Bryant, unanimous motion carried to purchase this shelving. Erica was tasked with making the online purchase for pick up from the store by Laura Bryant.

Commissioners Meeting - Chris attended this meeting as our library's representative. She said the meeting went well, and it sounds like our library will receive some money.

New Business:

Monthly board meeting start time will be at 7:30 pm from Jan - April 2023

Chris saw Nick Reiter and he told her that the library will receive money from Tri-County again in 2023.

Roy Ward had inquired to see if the library would be doing a tree lighting this year. It was decided that we would not be doing it this year and will table until next year with hopes to plan ahead better. With doing our Holiday Fest, we never thought about doing a tree lighting and at this point there is just not enough time to plan something and have a nice turn out.

Since all the new computers and equipment has come in and is up and running Erica asked if we could donate all old computers to Brent Bryant with the CTC. Motion was made by Chris Moser, 2nd by Laura Bryant, unanimous motion carried.

There will be no board meeting in December. The next meeting will be Jan 16, 2023 @ 7:30 pm.

Motion to adjourn the meeting at 7:07 pm was made by Nate Pott Jr, 2nd by Laura Bryant, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

Official Copy at Library