

Meeting Minutes January 2023

Genesee Area Library Board Meeting Minutes for Jan. 16, 2023. This meeting was held via Zoom. Meeting was called to order by President Chris Moser at 7:36 pm.

Attendance: Chris Moser (Pres/Co-Tres), Kristine Smith (Tres), Sue Reed (Sec), Lisa Werner, Nathaniel Pott Jr., Trinity Cowburn, Erica Moses (Lib Director)

Absent: Laura Bryant (VP)

Motion was made to accept the November meeting minutes by Nate, 2nd by Trinity, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances on Bank Statement of 12/31/22

Checking \$43,827.17

Savings \$3,707.63

The month of December had deposits of \$3,777.45 and debits of \$1,682.01. There was a deposit made on 1/5/23 for \$2,863.08 and this included \$2,500.00 from Potter County Commissioners for a special grant. The Fire Department sent a letter and enclosed the donation check sent for building/utilities used during Holiday Fest. They stated they appreciated the consideration of donation, however, as both entities work to serve our community and this was a community event, they voided and return the check. I will be finalizing 4th quarter and annual reports in the upcoming weeks.

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

Directors Report by Erica Moses

November Patron Count: 104 adults, 20 kids (3 new patrons)

New Items: 25

Deleted Items: 99

December Patron Count: 63 adults, 10 kids (0 new patrons)

New Items: 25

Deleted Items: 27

Blind Date Book Club: 8

Review and approve the following policies:

Covid Policy

Confidentiality Policy

Computer Usage Policy

RTK Policy

New Policy: 3D Printing

Programming is set for January and February, and I've started working on Summer Reading.

Annual Report will start soon.

In 2022, our circulation count went up from 1470 to 1567. This does not include e-materials or ILL's. We added 600 items to the collection in 2022, up slightly from 582 the previous year. Our patron count went from 1076 to 1199.

Received an email from June about our website renewal. Renewal for 5 years is \$74.90 and she will have an invoice sent.

Old Business:

Tri-County Grant was rec'd in the amount of \$1500.

Potter Count Commissioners Grant rec'd in the amount of \$2500.

Fire Dept returned our donation check we sent for the use of the building/utilities for the Holiday Fest, they stated they appreciated the consideration of donation, but it was a community event and chose to not accept our donation.

New Business:

Chris attended the PTLs meeting and stated the PTLs passed the budget. We should be getting grant money as we normally do. They are hoping to get someone hired for Resource Sharing, so that books can get there sooner.

Genesee Community Days (GCD) - table until we know more, as of right now, no plans for this to happen. Also, they are looking to store some of the GCD things in our library basement. They will be told that they can but there is not much room and there is a chance for damage, as the basement gets moisture and mildew.

Holiday Fest 2023 - Planning to go forward with this, table until later in the year.

Mark Buffington asked to use the Library for a Life skills class if he can get someone to teach it. He is hoping to get a retired teacher to do the program. It was noted that we could probably accommodate this. We will wait to see if he can get more information and someone to teach the program.

Fund Raising - Consider having Bake Sale for fishing season along with the Fire Dept chicken BBQ. All board members are asked to brainstorm and try to think of ideas for fund raising as this is one of the main sources of income for us.

Website renewal is due, it is a cost of \$74.90 for 5 years. Motion was made by Sue to do the renewal, 2nd by Nate, unanimous motion carried.

2023 Chair Appointments were voted on and will be as follows:

Pres - Chris Moser, **VP** - Nathaniel Pott Jr, **Sec** - Sue Reed, **Treas** - Kristine Smith, the rest of the board consists of Laura Bryant, Trinity Cowburn, and Lisa Werner.....Motion made to accept these was made by Chris, 2nd by Kris, unanimous motion carried.

The following Policy Reviews were done, and motions made to accept the changes presented.

Covid Policy - motion to accept by Kris, 2nd by Chris, unanimous motion carried.

Right to Know - deleting this policy, the library does NOT fall under this - motion made by Kris, 2nd by Trinity, unanimous motion carried.

Computer & Internet usage - motion made by Kris, 2nd by Nate, unanimous motion carried.

3D Printer - motion made by Nate, 2nd by Lisa, unanimous motion carried.

The next meeting will be on Feb 20, 2023, at 7:30 pm.

Motion was made to adjourn the meeting at 8:32 pm by Trinity, 2nd by Nate, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

Official Copy at Library

Meeting Minutes February 2023

Genesee Area Library Board Meeting Minutes for 2/20/23. This meeting was held via Zoom. Meeting was called to order by President Chris Moser at 7:34 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Sue Reed (Sec), Nate Pott Jr., Laura Bryant, Erica Moses (Lib Director)

Absent: Lisa Werner and Trinity Cowburn

Motion was made to accept the January meeting minutes by Kristine and 2nd by Chris, unanimous motion carried.

Treasurer Report by Kristine Smith

Unfortunately I had an issue(my own error I believe) in getting into the library, therefore I was unable to obtain balances to share with you tonight. Quarterly and annual reports were completed. Have a deposit for bank which has 90% of 2023 aid from state.

Motion made to accept the January Treasurer report was made by Nate, 2nd by Sue, unanimous motion carried.

Directors Report by Erica Moses

January Patron Count: 76 Adults, 24 kids

New Items: 49

Deleted Items: 21

Blind Date Book Club: 8

Received a new American flag from the Legion in Ulysses. They took our old one last year to properly dispose of it and had been waiting on replacements to arrive. Sherry dropped it off and a thank you letter was sent.

We need to discuss a new financial person and we only need a review this year. Next year we will need a full audit.

State Aid is set to be distributed on 2/1, checks will be sent out from the system office by the 10th. Just a reminder that we only get 90% receiving the rest once our financial review is sent in. Check was received on the 14th.

Annual report is done (waiting for approval from Leslie and June) and we did meet the 12% collection requirement this year.

Currently we are paying for zoom every month, but we have Microsoft teams for free through our non-profit subscription. It would be downloaded another program on whatever you use for meetings, but it would save us roughly \$16 per month.

Take and makes seem to be going well and I only have 2 left out of the 10 I made for February. Teen art is set for the 17th and I have three sign ups.

Working on setting summer hours that will start the end of June when summer reading program starts.

Hours will vary per day but will still be 28 hours for the week, and closed Saturday, Sunday, and Monday.

I want to look into hiring an aide towards the end of the year. I'll work on putting together a job description and such, but I would like to have someone hired to start in January 2024.

Old Business:

Fundraisers - many good ideas mentioned for now we plan to do a Bake Sale to go along with the FD Chicken BBQ on 4/1/23. Kristine will head this along with help from Nate and Sue. Chris will try to find out from Reed's to make sure they are ok with us setting up early there before moving to the fire hall by noon for sales along with Chicken BBQ pick up. We will discuss the call list at March meeting for donations of baked good from community. The other fundraising ideas were, pancake breakfast, basket raffle, purse raffle, bingo, food truck wars, chili cook off, decorating contest and escape room.

Mark Buffington life skills class idea is on hold for now. When he reaches out again we will discuss.

Community Days is not happening again this year.

New Business:

Hiring of an Assistant with plans to start in January 2024.

We will replace Zoom with Microsoft Teams since this is free of cost to us rather than paying for Zoom. Motion was made by Kris, 2nd by Chris, unanimous motion carried.

The next Board meeting will be 3/20/23 at 7:30 pm.

Motions was made to adjourn the meeting at 8:04 by Kris, 2nd by Chris, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

Meeting Minutes March 2023

Genesee Area Library Board Meeting Minutes for 3/20/23. This meeting was held via Zoom. Meeting was called to order by President Chris Moser at 7:32 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Sue Reed (Sec), Nate Pott Jr., Laura Bryant, Lisa Werner, Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the February meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank as of 2/28/23

Checking \$47,406.41

Savings \$3708.12

Deposits of \$7,842.22

Expenses of \$3,295.49

Quarterly Reports to be completed in April, Intuit auto deducted \$530.00 for QuickBooks Payroll

Last month I didn't provide numbers as I wasn't able to access before meeting, they were:

1/31/23 bank balances

Checking \$42,856.27

Deposits of \$3,052.82

Expenses of \$4,027.43

Motion made to accept the February Treasurer report was made by Nate, 2nd by Laura, unanimous motion carried.

Directors Report by Erica Moses

Patron Count: 76 adults, 30 kids (1 new)

New Items: 85

Deleted Items: 0

Blind Date Book Club: 8

Talked with June and have more clarification on hours. To meet state standards, it is 35 hours. Standards for excellence, which is what we currently receive with a waiver, 45 hours is needed.

Received a donation from Ulysses American Legion for \$2000, a thank you note was sent.

I would like to have Tanglewood back again this year for summer reading. Last year they quoted us \$155 but I wrote down \$175 when budgeting for it just in case it has gone up.

This year's Community report is done and is up on the website.

Shapiro put forward his proposed budget and the funding is stable after the huge increase last year. However, there is a new line that is specifically for Small, Rural libraries in need of minor facility repairs and improvements. \$4.2 million in grant money that 'will build the capacity of libraries to meet the needs of all community members by prioritizing accessibility, efficiency, necessary repairs, and upgrades of semi-private meeting rooms and digital skills and technology use spaces.' Something for us to keep an eye on.

Old Business:

Bake Sale fundraiser being held 4/1. Call lists for baked donations will be given to Kristine, Chris, Nate, and Sue. Baked donations can be dropped at the Library on Friday during open hours or Saturday am at Reed's. Set up will be at Reed's at 8:30 am. Kris, Nate, Sue and Cole will be working this sale. Kristine will pick up everything from the library and will bring it to Reed's for set up. We will be set up at Reed's from 9-11:30, then will move to the fire hall to continue our sale in conjunction with the Fireman's Chicken BBQ that runs from noon until sold out.

Other fundraising was discussed. We will start planning for Christmas in July for 2024 with Vendors and will host this in Genesee Park. It will be just like our Christmas Bizarre but in July! We will need to pick the date ASAP so we can get the park reserved to have the whole park for the day. We were hoping to do this event this July but after discussion it was decided it was best to plan for 2024 so we had more time to plan and not rush.

Escape room fundraiser was discussed, and Erica stated that with the Summer Reading Program there is a free Harry Potter one that maybe we could use for the Fall.

Financial Review - We will continue to use Linda Twigg, she is familiar with us, and Kristine is willing to stay on top of this to get this completed on time. It needs to be done by October.

New Business:

Erica asked if she could book Tanglewood for her Summer Reading program, it will cost \$175. Motion was made by Kristine, 2nd by Chris, unanimous motion carried.

Erica also reported that Governor Shapiro has in his budget funding for small/rural libraries for minor facility repairs and upgrades. This is separate from the Keystone Grant. Erica is already planning to attend the Open Forum at the end of the month. It's possible that this funding could be used for the back door and/or front windows.

The next Board meeting will be 4/17/23 at 7:30 pm.

Motion was made to adjourn the meeting at 8:09 pm by Kristine, 2nd by Nate, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

**This meeting was not audio recorded."

Meeting Minutes April 2023

Genesee Area Library Board Meeting Minutes for 4/17/23. This meeting was held via Microsoft Teams. Meeting was called to order by President Chris Moser at 7:33 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Sue Reed (Sec), Nate Pott Jr., Lisa Werner, Erica Moses (Lib Director)

Absent: Laura Bryant, Trinity Cowburn

Motion was made to accept the March meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

April Report

3/31/23 bank statement balances

Checking \$46,959.95

Savings \$3,708.12

Credits of \$2,371.15

Debits of \$2,821.94

Quarterly reports to be completed by month end

Motion made to accept the March Treasurer report was made by Nate, 2nd by Chris, unanimous motion carried.

Directors Report by Erica Moses

Patron Count: 75 adults, 17 Kids

New Items: 36

Deleted Items: 0

Blind Date Book Club: 8

Tanglewood is booked and on schedule for 6/28. They're at Knoxville and Whitesville that day so the director said it would save us a bit on the mileage.

State Police will visit on July 5th and the headwaters association is set for July 19th.

The park form was filled out and returned. Still have a little more planning to do, but otherwise, summer reading is set for our main age group. Working on Teens/Adults and received two \$50 gift cards for KwikFill to use for Adult Summer Reading rewards.

Should we decide on the best Saturday for July 2024 so that we can reserve the park now for our Christmas in July? The 6th, 13th, 20th, or 27th are the dates, in my opinion we should pick either the 13th or the 20th so that we are not near the July 4th weekend, nor too close to the Potter County Fair.

Potter-Tioga Library system is still working on getting our Resource Sharing starting. Leslie has been working on hiring a driver that would deliver materials weekly. Gail is also retiring so we're also looking for someone to take her place. Both positions are part-time and based out of the system office.

As mentioned before, OCL has been working on a new waiver process and requirements to receive state aid. The following was a bullet point in the last email from them: A NEW application for state aid will be implemented this year and will be combined with the waiver application. Training for the new process will be held in June. There are three forums being held for Library Directors regarding the PA library statute and regulations. I signed up to attend via zoom on May 16th in support of small and rural libraries as we are often left out of the conversation.

I did not make the meeting on the governor's proposed budget, but we did discuss it during the Small and Rural Library roundtable. While nothing has been finalized, it will supposedly be easier for tiny libraries to access funds for building improvements. I would also like to note that Martin Causer, has come out against Shapiro's budget increase of 5.9% over the current year's plan stating: "It is irresponsible to use that money for more government programs." But also said: "Although I am concerned about the level of spending on new initiatives, it is important that we make strategic investments in our core functions, such as education and public safety. Ultimately, I will advocate for a budget that addresses the needs of our rural communities and respects the taxpayers who foot the bill." I would urge all of us to write to him to support the budget and especially the new item line that directly affects libraries of the rural communities he cares so much about.

Proposed Summer Hours: May 29th through September 4th

Tuesday: 10am - 6 pm (8hrs)

Wednesday: 8am - 2:30pm (6.5hrs)

Thursday: 10am - 6pm (8hrs)

Friday: 8am - 1:30pm (5.5hrs)

Total: 28hrs.

We did receive a RTKR on April 11th that was responded to. They asked for our discrimination policy and were given the URL for our website where patron policies are viewable and also let them know that we are not considered a government agency and therefore not subject to RTK. They then asked for our 990 for the years 2020 and 2021. Both of which are public information that is posted online through the IRS and a few other agencies, so I did give them as well. They did respond once more with a statement which did not require any sort of response, so I left it at

Old Business:

Bake Sale was a huge success, over \$500 was made. Some ideas going forward for bake sale is to have a list of names of those who make baked good donations. We need to be more aware of allergies for customers. We should also start using some sort of Fund-Raising Forms for any fundraisers that we do. This could be handy for our future board as a reference.

Chris did attend the Potter Tioga System Meeting - Gail is retiring and they are working on redoing some things. Not really anything new to report on.

Financial Review - Kristine told Linda's office that we need this done by July.

New Business:

Potter Tioga Library System bill came and is \$250. Motion was made by Chris, 2nd by Lisa, unanimous motion carried for this bill to be paid.

Christmas in July 2024 - Chris is going to reserve the full park for 7/13/24. We plan to do a Save the Date to hand out to our November Christmas Bizarre vendors.

Summer hours for the library presented by Erica were voted on, motion made by Sue, 2nd by Kris, unanimous motion carried. The hours for 5/29/23 until 9/4/23 will be as follows.....

Mon - Closed
Tues - 10-6
Wed - 8-2:30
Thur - 10-6
Fri 8-1:30

The next Board meeting will be 5/15/23 @ 6:30 pm.

Motion was made to adjourn the meeting at 8:10 pm by Sue, 2nd by Chris, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

Official Copy at Library

May Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 5/15/23/23. This meeting was held via Microsoft Teams. Meeting was called to order by President Chris Moser at 6:33 pm.

Attendance: Chris Moser (Pres/Co- Tres), Sue Reed (Sec), Lisa Werner, Trinity Cowburn, Erica Moses (Lib Director)

Absent: Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Laura Bryant

Motion was made to accept the April meeting minutes by Trinity and 2nd by Chris, unanimous motion carried.

Treasurer Report by Chris Moser in Kristine Smith's absence

Balances at bank on 4/30/23

Checking \$46,938.54

Savings \$3,708.12

Deposits in April \$2,242.22

Debits in April \$2,267.20

1st Quarter payroll liabilities reports and payments were completed.

2022 files were delivered to Accountant for financial review.

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

Directors Report by Erica Moses

Patron Count: 85 adults, 35 Kids

New Items: 21

Deleted Items: 0

Blind Date Book Club: 6

We received a letter from Mary Torrey of the Potter/Tioga chapter of PA association of School Retirees. They're currently involved in a book collection drive aimed at elementary aged students and are looking to donate the books to four local libraries. They are new books and will be delivered in June to use as we see fit. Will send them a thank you note.

Summer reading: I contacted Vickie Smith about doing a week about Bee's for summer reading. I plan on confirming with her to make sure she can do it. Which means 4 out of the 5 weeks are set, and the last week is our reading party. Still putting together handouts and take out crafts like I did last year. Books are purchased and ready to go. I still haven't figured out what to do for Teen's or Adults this year. I'm contemplating a couple of book baskets. We have some donations of new/like new books and two Kwik Fill Cards so prizes for adults are set. Teens are a little more difficult and I'm open to suggestions. Book bingo worked okay last year but participation for both groups was only a few.

Two more ideas for fundraising that I've come across.... Adult Prom. Sell tickets for the prom, have small snacks, a dj, sell tickets for basket/item donations. A community yard sale. \$10 for a table. Set up in the church parking lot? Or down at the park?

Currently working on revamping our collection development and reconsideration policies, as well as an animal in the library policy.

Old Business:

Financial Review - all information is at the accountants.

Christmas in July 2024 - The park has been booked for 7/13/24.

Bookkeeper and driver Beverly Hazel has been hired by PTLs.

Annual Holiday Bizarre 2023, Chris and Lisa both away - we need discuss and vote with all other board members to make sure all are on board, and we can keep the 11/11 date for this fund raiser.

Fund raising ideas - board members need to continue to think of ideas. The escape room still sounds like a good possibility. New suggestion of hosting in early fall some sort of Winter Ball/ Gala. Other ideas are Cow Patty contest and also a chicken bbq.

New Business:

Erica will be attending an event at JV Brown on May 17th in Williamsport Pa. Upon discussion a motion was made to pay for Erica's wages for this day motion was made by Sue, 2nd by Lisa, unanimous motion carried.

Erica's yearly eval will be scheduled for November.

The next Board meeting will be 6/19/23 @ 6:30 pm.

Motion was made to adjourn the meeting at 7:03 pm by Sue, 2nd by Lisa, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

June Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 6/19/23/23. This meeting was held via Microsoft Teams. Meeting was called to order by President Chris Moser at 6:33 pm.

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

Absent: NONE - all members were in attendance

A motion was made to accept the May meeting minutes by Laura and 2nd by Trinity, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 6/30/23:

Checking \$43,354.02

Savings \$3,709.06

Debits in June of \$2,110.88, no deposit

Sent email to Linda Twigg inquiry about financial review status, haven't heard back.

Quarterly reports due by month end

Directors Report by Erica Moses

Patron Count: 76 adults, 27 Kids (3 new)

New Items: 20

Deleted Items: 0

Blind Date Book Club: 7

Summer Reading Signups: 27

Teen and Adult Summer Reading are ready to go.

Pick the winners of the bookmark contest.

Review the updated Reconsideration and Collection Development policies.

After summer reading is over, I'm going to start putting together a job description for an assistant. I would also like the board to entertain the idea of being open 30 hours a week in the new year. This would give the new assistant 5-10 hours each week. My thought is to have us open 5 days a week, Tuesday through Saturday. The assistant would work every other Friday/Saturday, then one weekday the next week, giving them 15 hours biweekly. I would work the rest. This shouldn't add much if anything to our bottom line as you wouldn't be paying my higher wages, heat is set at 68 all winter long, and our electric bill never seems to fluctuate much. The only thing we might have to increase is our collection budget in order to maintain the 12% of total budget in order to meet standards. To put this in perspective, in last year's annual report, we had a total operating revenue of 34,665 and spent a total of 4,401 on collection. Collection included the 4,000 for items, plus two other line items that are counted

under the collection heading. This put us at 13% for the year, or 1% above where we needed to be. Obviously, nothing needs to be decided now, but we should make a decision before we post the employment announcement looking for an assistant.

Also, it has been touched on before if we really need a monthly meeting. Our bylaws state that "regular meetings shall be held on the third Monday of each month..." but I see no reason why we can't change this to every other month. I feel comfortable and confident enough in my role where meeting every other month would not be an issue. Plus, there is nothing that says we can't hold an extra meeting if something dire comes up that needs a decision before the next scheduled meeting. That being said, is there any need for a meeting next month?

Old Business:

Financial Review - Kristine has no update, she left Linda Twigg a message and had not heard back from her prior to our meeting.

Holiday Fest - Date will be 11/11, all plan on pitching in even though Chris and Lisa will be away. Erica will be sending out letters to previous vendors and also advertising with a Save the Date.

New Business:

Erica presented updates for policies for the Board to review and vote on. We reviewed the Collection Development Policy, motion made by Chris to accept, 2nd by Nate, unanimous motion carried, we also reviewed Request for Reconsideration Policy, motion made to accept by Chris, 2nd by Nate, unanimous motion carried.

Voting was done by Board members for the bookmark contest held by the library. All bookmarks were shown to us by age group, no names were given, voting was held for each age group. Erica will contact all the winners!

Erica will be looking to hire an assistant for the new year. She will work on the job description; hours would be 15-20 hrs bi-weekly. Also the Library will be open 30 hrs in the new year.

Discussion of Board meeting being held every other month rather than every month was discussed. Consideration was made that a meeting can be called at any time needed, and bi-law meetings can be as needed, with a minimum of 6 per year. Motion made to accept these new changes by Kristine, 2nd by Nate, unanimous motion carried.

The next board meeting will be 8/14/23 @ 6:30 pm.

Motion made to adjourn the meeting at 7:15 pm by Trinity, 2nd by Chris, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

August Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 8/14/23. This meeting was held via Microsoft Teams. Meeting was called to order by President Chris Moser at 6:32 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Reed (Sec), Lisa Werner, Trinity Cowburn, Erica Moses (Lib Director)

Absent: Laura Bryant

Motion was made to accept the June meeting minutes by Trinity and 2nd by Nate, unanimous motion carried.

Motion was made to accept the Special Meeting Minutes from 7/27/23 by Kristine and 2nd by Chris, unanimous motion carried.

Treasurer Report by Kristine Smith

Treasurer Report details:

Balances as of 6/30/23:

Checking \$43,354.02

Savings \$3,709.06

Debits in June of \$2,110.88, no deposit

Sent email to Linda Twigg inquiry about Financial review status, haven't heard back.

Quarterly reports due by month end

Account balances at bank as of 7/31/23

Checking \$46,806.86

Savings \$3,709.06

Debits throughout month of \$2,333.36

Credits throughout month of \$5,782.46

We received a discount on the Frontier monthly bill of \$139.11 which means we have a credit of \$12.68

UGI's current charges for usage were \$37.29 but still paying the monthly budget amount of \$170.00, which means \$132.71 of the payment went towards the balance of \$543.66, so we now should have a budget balance of \$410.95.

Quarterly reports were completed.

Motion made to accept the June/July Treasurer report made by Sue, 2nd by Lisa, unanimous motion carried.

Directors Report by Erica Moses

June Patron Count: 80 adults, 61 kids (includes summer reading counts) (3 New Patrons)

New Items: 34

Deleted Items: 17

Resource Sharing IN: 3

Resource Sharing OUT: 4

July Patron Count: 143 adults, 90 kids (includes summer reading counts)

New Items: 88

Deleted Items: 0

Resource Sharing IN: 4

Resource Sharing OUT: 8

Blind Date Book Club: 7

6 Month Stats (Jan-June 2023 v 2022)

Patrons: 662 v 489

Libby Circ: 94 v 77

In Person Circ: 643 v 750

Website Visits: 1039 v 1090

Summer Reading has ended and there was great feedback.

Talk about Salsa and WAFL (State Aide Application and waiver), starting next year, our financial reviews/audits will need to be submitted along with our state aid application.

June Houghtaling came to visit.

Talk about Halloween Trunk or Treat, Costume Ball

Looking into applying for E-rate.

Budget needs to be sent to Township by November. I would like a small increase to my programming budget if possible. Everything is fine.

Genrefication of juvenile sections including non-fiction as well as making use of dynamic shelving throughout the library to "gain" more space. I have also talked to Jared about possibly adding a few shelves into the back room for storage.

Need to address a personal health issue and how it might affect the library.

Old Business:

Financial Review - Per email that Kristine rec'd from Linda Twigg, this is done. Kristine will need to get this but the office was closed for a week at the time of our meeting.

Holiday Fest - Vendor letters need to be sent out, Chris will review previous list and get those sent out. Erica will post Holiday Fest on the Library's social media pages.

Christmas in July for 2024 - Sue Ransom contacted Chris and the date we were originally given was not actually available. We may have to consider changing the date. Watch for email from Chris after she contacts Sue to see what may be available in July for us.

Fundraising - Lip Sync contest was thrown out there as a possibility to add to all prev ideas.

New Business:

Hiring of assistant for Erica - Erica presented a job description and asked for approval to post this position. This was discussed and decision of pay rate of \$10 / hr and motion made of approval for position as made by Nate, 2nd by Kristine, unanimous motion carried.

Tri-County Grant application - Chris will take care of this as she has in years past. The Grant requires reason for what the Grant money would be used for. Suggestions for use would be fixing the back door, shelving, and sun coverings for the front windows.

Trunk or Treat - possible event, but if held in the Park we would need event insurance.

Costume Ball - unanimous agreement for this event. Date of Friday 10/13/23 was decided. As for location of this event, Erica is going to email the Genesee Community Church, Chris will check with Fire Dept and Sue will check on the Sacred Heart Parish Hall as a possible location. First choice is Genesee Community Church, Erica will email if available and if it is then will move forward with advertising this event at that location.

E-rate - Erica explained this is a discount program for Non-profit in our area, this would help off set the cost of our internet.

Budget - This will need to be given to the Township by 11/1/23. Budget from last year is fine but we will increase Erica's budget by \$250.

Dynamic shelving - Erica asked if it would be ok to start presenting her books on the shelves in this manner. Everyone was fine with this idea.

Next Board meeting will be 9/11/23 @ 6:30.

Motion made to adjourn meeting at 7:29 pm by Lisa, 2nd by Trinity, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

September Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 9/11/23. This meeting was held via Microsoft Teams. Meeting was called to order by President Chris Moser at 7:33 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Reed (Sec), Lisa Werner, Laura Bryant, Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the August meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank as of 8/31/23

Checking account \$42,958.39

Savings account \$3,710.33

Debits in the month of \$3,854.06

I have deposit in hand of \$527.47, this includes July & August in library sales.

Motion was made to accept the August Treasurer report by Laura, 2nd by Chris, unanimous motion carried.

Directors Report by Erica Moses

August Patron Count: 75 adults, 27 kids (1 New)

New Items: 70

Deleted Items: 0

Resource Sharing IN: 11

Resource Sharing OUT: 9

Blind Date Book Club: 7

Heard from Dj Numo. His rate is \$250 for four hours.

Fill out the application for the Church for the costume ball as well as holiday fest. Barb came and collected them.

Received a resume from one person for the assistant person so far.

Salsa and Waiver were completed and sent on to Leslie. She will look it over, then send it on to June. If they say it all looks good, then it's off to the state.

Financial Review was received, scanned, and sent to Leslie. We should receive the last 10% in a few weeks.

We should pick a date for next year's Christmas in July, as well as a name change.

Reminders: Budget due to township by 11/1 and my review is due in November as well.

Old Business:

Costume Ball planned for October 13th will need to be scratched this year. Not sure we can make this a money maker trying to throw this together so last minute. Maybe next year.

Fund raising ideas:

Kristine has done more research on Escape Room. This can be done using the library using 2 rooms. Fee could be \$25 for 2-3 people, just an idea. We would want to run this for 3 nights, a Thur, Fri and Sat. Hours being 6-9, which means we would need a commitment of 12 hours of volunteer time for setting up and running this. No decision was made if we would move forward with this or when we would do this.

Christmas in July - We need to see if the whole Park is available on 6/22, Nate will ask Sue Ransom. This is a date we could possibly get this fundraiser booked and see if we have enough Board member commitment to help.

Gun Raffle - Erica's husband Jared will go look for a rifle that we could use for this fundraiser and find out the cost. We would need to get a Small Game of Chance license, have tickets made. Once we know the cost of the gun decide the number of tickets we would sell and how much to sell them for. Keep an eye out for email updates between meetings.

Tri-County Grant - Chris completed this application and sent it in.

Financial Review - This was received from Linda Twigg, it was scanned and sent on to Leslie.

Holiday Bazaar 2023 - There have been 12 replies so far. Chris is looking for table counts for each church and Fire Dept. In Chris's absence Kristine will be in charge over the whole thing and Erica will be in charge of the kitchen.

Budget - This needs to be given to the Township by 11/1/23. Chris will turn it in and she will also attend the November Township meeting.

New Business:

The NEPEDA Grant - Erica has applied for this.

Erica's review - table until our next meeting.

Erica's personal time off will be after the Holiday Bizarre and Sherri has agreed to work for her during her time off.

Next Board meeting will be 10/15/23 @ 6:30.

Motion made to adjourn the meeting at 8:38 pm by Nate, 2nd by Kristine, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded

October Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 9/11/23. Meeting was called to order by President Chris Moser at 6:33 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Reed (Sec), Lisa Werner, Laura Bryant, Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the September meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank as of 9/30/23:

Checking \$40,777.47

Savings \$3,710.33

Debits in month of \$2,713.93

Credits in month of \$527.67

\$1,173.70 in hand to deposit which includes \$847.68 which is 10% State Aid Disbursement.

Paid Workers Compensation annual premium of \$275.00, and 3rd quarter payroll liabilities to be filed by month end.

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

Directors Report by Erica Moses

September Patron Count: 65 adults, 25 kids (1 New)

New Items: 44

Deleted Items: 18

Resource Sharing IN: 3

Resource Sharing OUT: 13

Received a letter of interest from a high-school student for the assistant position, however they are not eligible for the position.

My surgery date is set for 11/14 and I am hoping to return on 11/28 which is two weeks. I've already spoken with Sherry, and she will cover. She also said she would cover longer if I needed it.

Sent an email to Jamie M about our logo redesign as it's been quite a while since we've heard from her, she's still working on it.

Sent in a grant application for the Wingspan through Pa Humanities. It is a multiyear, 100k flexible grant with no matching requirement. We should be notified by 10/31. Have not yet heard from Tri-County or NEPEDA Grants.

Roy stopped in. He is trying to put together a drive through Nativity at the park, December 2nd from 1 to 4:30. Was curious if we wanted to piggyback off of that for tree lighting.

I've been talking with June about document retention because our storage space is quickly becoming overwhelmed. My thought was to scan everything and keep stored on the cloud then destroy the paper copy. If we ever needed a hard copy, we just print it off from the cloud. June reached back out saying that there is so specific policy regarding what can and cannot be stored on the cloud and that they just follow their document retention policy which I've attached to the end of my notes. I think this would be a great place to start with condensing down boxes and freeing up space. I would like a discussion on whether we feel the timelines listed suit our organization, or if we would like to push out some of them.

I also want to do an inventory of the entire library. It was supposed to be done during ILS migration back in 2018, but Leslie wasn't sure that it was ever done. It will probably take me a few days as I must scan each and every item, but I know we have holdings that are not physically in the library anymore.

Old Business:

Holiday Fest - Chris gave assignments for the day of Festival. Board members signed up to make the food for the festival, also to get at least 1 item to donate to the Chinese Auction. Board members volunteered to post signs. It was learned that we do not have enough signs, missing some from last year. Motion was made at this time by Kris, 2nd by Sue, unanimous motion carried for Erica to purchase 25 signs for the Holiday Fest. They will be in by mid to end of week for us to pick up and get placed in local areas. Will plan for an informal organization Holiday Fest meeting for Sunday 11/5/23 @ 6:30 pm to finalize all plans and make sure nothing is missed. We will also plan to meet on Thurs 11/9 at 6:30 at the library to start setting up the Methodist Church and Fire Hall as much as we can. Lisa will be making all the calls for the baked sale donation which can be dropped at the Methodist church 9 am or after.

Gun Raffle - Table until 2024 with plans to hold this in Aug.

Erica's Review - We will do this first thing at our 11/20/23 monthly Board Meeting, prior to Erica being in attendance.

Assistant Position - 1 eligible applicant has been received so far.

Erica's Time off - Her time off will start on 11/14, return will depend but Sherri has agreed to cover her time off. Erica will still do administrative duties from home.

Grants - Wing Span grant was sent in, Tri-County & NEPEDA grants, haven't heard back on them yet.

Budget - Kristine printed for Erica to review. Erica would like to make changes to office supplies, increase budget by \$250, as office supplies include postage, bindings and ink for printers and these items are expensive. Also increase programming by \$250. Motion made to pass the budget by Kristine and 2nd by Sue, unanimous motion carried.

Kimber Acct (TSR acct) - Erica brought to our attn that there is \$5000 in this account and since the cost of ink for the printer is so expensive, she will see if we can use some of this fund to purchase an Eco friendly printer.

New Business:

Chris attended the Potter Tioga meeting, no new changes.

Pastor Roy would like to do a drive through Nativity in the Genesee Park and was hoping we would participate and maybe do a tree lighting like we have in years past. It's possible that a donated tree that is given to the township can be placed on the Fire Hall corner where Rachel's tree is. We will discuss it more at the next meeting.

Lisa Werner notified the Board that she was handing in her resignation to the Township of her board position effective 12/31/23.

Next meeting will be 11/20/23 @ 6:30 at the Library.

Motion made to adjourn the meeting at 8:08 pm by Lisa, 2nd by Sue, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

Official Copy at Library

November Meeting Minutes 2023

Executive Session Meeting was held prior to regular monthly meeting on 11/27/23 to do Erica's Eval

Exec Session called to order by Chris at 6:38pm.

Evaluation completed by Board Members only who are noted in regular monthly meeting notes. Upon completion of her review, it was determined to give a \$1 raise, taking Erica's current rate of \$12.75 to \$13.75. We will also give Erica a bonus of \$250 and Sherry a bonus of \$100.

Motion made to adjourn the Executive Session at 6:58 by Kristine, 2nd by Laura, unanimous motion carried.

November Meeting Minutes 2023

Genesee Area Library Board Meeting Minutes for 11/27/23. Meeting was called to order by President Chris Moser at 7:02 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Reed (Sec), Laura Bryant and Erica Moses (Lib Director)

Absent: Trinity Cowburn and Lisa Werner

Guest: Alexandra Pott

Motion was made to accept the October meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 10/31/23 at bank

Checking \$39,189.79

Savings \$ 3,710.33

Holiday Fest report:

Vendor sales through bank \$850.00

Auction: \$462.50

Bake Sale :\$294.05

Cafe: \$395.50

Supplies purchased: \$116.85

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

Directors Report by Erica Moses

October Patron Count: 77 adults, 21 kids

New Items: 39

Deleted Items: 523

Resource Sharing IN: 1

Resource Sharing OUT: 19

Jamie is finishing up our new branding package and will email everything when she's done. I'll start working on getting everything transferred over (social media accts, website, etc) so that we can go live with it on or around the first of year.

I did hear back from June on the legality of document retention and destruction. She checked in with PANO and received back a schedule that was gone over by an attorney and is in compliance with PA state laws. I'll work on making sure what it says aligns with what we have and will have it ready for approval in the new year unless anyone has any objections.

We did not receive the wingspan or NEPEDA grants but will apply again next year. Haven't not heard about Tri-County.

Heard back from DataBranch. We can not use those funds to purchase a new printer, but if we get one, the funds can be used for them to come set everything up. Currently they are getting offers around on the cost of a new eco-friendly printer for us.

New Year Projects:

I am working on creating a "library of things." This is a collection of various items that patrons can borrow, just as they would a book or dvd. Right now, I have a small collection of character cake pans and a few kindle/chrome books. I would like to grow it to include all sorts of items that someone might only need a few times and maybe be cost prohibitive to purchase. If anyone has any items they would like to donate, that would be awesome. We would need to establish lending guidelines for these items and they don't all need to be the same. For example, lending a chrome book for 7 days, but a cake pan for 14 days etc.

Two purchases for the new year:

First, an induction cooktop. Currently \$130 on Amazon. This would be used a few times a year for programming. For example, how to create dumplings to celebrate Chinese New Year, or a Canning 101 around harvest season.

The second is a large, outdoor, weather-safe sign. This is a large heavy duty A frame, weighing roughly 35lbs and made from PVC plastic. It is two sided and the signage area is 24 by 36. There is a protective cover that opens to place your signage inside of it, protecting it from rain/snow. Currently, it is \$170 on amazon. It does have wheels so that it is easily moved without having to pick it up. It would be used to promote things such as Holiday Fest and Summer Reading, as well as a great way to show that we're open.

New Hours for 2024

Tuesday: 11-6 (7)

Wednesday: 12-6 (6)

Thursday: 10-5 (7)

Friday: 10-4 (6)

Saturday: 10-2 (4)

Total: 5 Days, 30 Hours.

Old Business:

Holiday Fest - Everything seemed to go smooth, no issues, no complaints.

Grants - Wing Span - nothing back yet, NEPEDA - nothing back yet. Tri-County, notification rec'd we were approved.

Live Nativity - We will not be able to participate, too short notice. We will plan to have this on our agenda next year to work this into our plans and maybe combine with a tree lighting event like we have done in past.

Tree Lighting - Not able to get this planned so late in the month. No idea when the tree would be rec'd via donation to township as it is most every year and the availability of Board members available.

New Business:

Library of things - Erica would like to implement this option within our Library. Things like cake pans, and chrome books. She has Grant money in mind to help with this. The board would also need to come up with lending guidelines if we do plan on this.

Purchases - Erica would like to make purchase of an induction stove for \$130.49, this will be used in some cooking programs she plans to hold. Motion made by Chris, 2nd by Kristine with unanimous motion carried for this purchase to be made. Next item

of purchase would be a weather safe sign for \$170. Motion made by Kristine, 2nd by Laura with unanimous motion carried for the purchase to be made.

New Hours - Closed Sunday and Monday, Tuesday 12pm- 6pm, Wednesday 11am - 6pm, Thursday 10am - 4pm, Friday 10am - 4pm, Saturday 10am to 2pm

Erica's Eval - Yearly eval for Erica that was done in Executive Session prior to this meeting was reviewed with her. Motion was made to increase her wage from \$12.75 to \$13.75 by Chris and 2nd by Nate, unanimous motion carried.

There will be no December meeting.

Next meeting will be 1/15/24 @ 6:30 at the Library.

Motion made to adjourn the meeting at 7:46 pm by Chris, 2nd by Nate, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

Official Copy at Library