

January Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 1/15/2024. Meeting was called to order by President Chris Moser at 6:30 pm.

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

Absent: Trinity Cowburn

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

Treasurer Report by Kristine Smith

Year end reports still need to be finished.

Ending balance in the checking account: \$35,795.27

Ending balance in the savings account: \$3,711.72

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

Directors Report by Erica Moses

November Patron Count: 73 adults, 9 kids (1 New)

New Items: 105

Deleted Items: 8

Resource Sharing IN: 3

Resource Sharing OUT: 8

December Patron Count: 81 adults, 23 kids (2 New)

New Items: 43

Deleted Items: 2

Resource Sharing IN: 6

Resource Sharing OUT: 8

New Branding has been published. The website and all other materials have been changed over.

The Document Retention policy has been drafted and needs approval. I did start pulling files and organizing boxes.

Still looking at printers. I did reach back out to DataBranch asking for other options, but they came back with another HP printer with the same cost on ink that we're paying now. Will work on this when I have the opportunity.

Christmas in July?

Breakfast with Santa fundraiser?

Library of Things borrowing policies need to be determined. Do we want things to go out for 2 weeks? Just 1? Do we want to put fines or deposits on anything? I can get something drafted, just like everyone thought.

Applied for a small and rural library grant supplied by Penguin Random House. This is a \$1,000 grant to help purchase supplies for our Library of Things. Notification of funding will be sent by March 8th, and funds must be used by the end of year.

Updated general borrowing policies. Removed two lines about overdue materials and expanded them into fines/fees section which now includes overdue books and how they're addressed. Also added in a section on new patrons and limited their checkouts to two items at a time until they have a history. Also added in a line about replacement charges on dvd's and audiobooks that become damaged if returned to the drop box. Created a summary of this policy to be handed out with new library card registrations with a note that the full policy can be viewed online, or we can print them a copy.

I want to add the following holiday closings based on the closings of other area libraries and patron counts on those days. Our current holidays are:

New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day,

Thanksgiving Day, Christmas Eve, Christmas Day

Would like to add: Good Friday, Saturday before Memorial Day, Saturday before Labor Day, day after Thanksgiving, day after Christmas. Early Closing on New Year's Eve.

Awarded Play and Grow grant. Monthly zoom meetings instructed by Nina White (district youth consultant), funded by LSTA and IMLS. Includes a kit of early childhood education materials with an estimated value of 2k.

Applied for a scholarship to attend the Public Library Association Conference held in Columbus in April but was declined.

Working on applying for the ARSL Leadership Academy.

Elected as the RSL Round table secretary again this year.

Old Business:

Hiring of Assistant - Only received 2 applicants, one sent a resume the other just a cover letter. Since there are only 2 applicants and no rush to fill this position, we will table this for the next couple months.

Tri-County Grant - Chris stated we did receive this grant.

Time Commissioners Grant - this was received and deposited at the end of December.

Eco-friendly printer update on quotes - not finding anything reasonable yet, will keep looking.

Christmas in July - This will be a go, with a date of 6/22/24.

Library of Things - Discussed that we should make these a sign out of 1 week at a time. A policy and form about a fine will need to be created. Erica will work on this.

Chris shared that there was one complaint after our Holiday Bizarre by the Fire Dept regarding our clean up. The Fire Dept has implemented a new policy going forward for 2024 that \$100 deposit is required.

New Business:

Approval of Documentation Retention and Destruction Policy - Motion made to approve by Nate, 2nd by Alex, unanimous motion carried.

Approval of Barrowing Policy - Motion made to amend as written by Kristine, 2nd by Chris, unanimous motion carried.

Approval of Circulation Summary - Motion made to approve by Kristine, 2nd by Sue, unanimous motion carried.

Approval of Destruction and Kept Log - Motion made by Chris, 2nd by Nate, unanimous motion carried.

Approval of extra Holiday closings - Motion made by Kristine, 2nd by Chris, unanimous motion carried.

Fundraising - Valentine Bake Sale - we will not be doing this for Valentine's day, instead we will coordinate our Bake Sale with the Fireman's Annual Chicken BBQ for the 1st day of fishing season which will be April 6th. We plan to set up at Reed's and then move to the Fire hall before noon when they open doors for selling of BBQ.

Induction cook-top and weather safe sign - Both items came in. The sign is up and in use, looks great and eye catching. The cooktop is in and Feb 3rd will be the first activity scheduled for its use.

New hot water heater - Chris will attend the next township meeting on Feb 13th do ask for their help to purchase and replace.

Chris attended the Potter Tioga meeting and said that the budget passed.

The library was awarded the Play and Grow Grant.

Board positions for 2024 - Motion was made to leave all positions as they currently are by Kristine, 2nd by Nate, unanimous motion carried. Positions will remain with...

Pres - Christine Moser
Vice Pres - Nate Pott Jr
Sec. - Sue Reed
Treas -Kristine Smith

Next meeting will be 3/11/24 @ 6:30 at the Library.

Motion made to adjourn the meeting at 7:55 pm by Kristine, 2nd by Sue, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary