

January Meeting Minutes

Special meeting of the Library Board was held on 1/20/25 @ 6:00pm to complete Erica's yearly review and determine her raise. In attendance were Chris Moser, Kristine Smith, Nate Pott, Sue Reed, Alexandra Pott, and Jackie Sprow. Review was completed and discussion for a 50 cent pay raise to be given with a motion made by Kristine and 2nd by Jackie, unanimous motion carried. This will then be brought forward to the regular Board meeting at 6:30 today.

Genesee Area Library board meeting minutes for 1/20/25. Meeting was called to order by President Chris Moser at 6:30 pm.

Attendance: Chris Moser(Pres/Co-Tres), Nate Pott Jr (Vice Pres), Kristine Smith (Tres), Sue Reed(Sec), Alexandra Pott, Jackie Sprow and Erica Moses(Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the December meeting minutes by Jackie, 2nd by Alex, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 12/31/2024

Checking: \$26002.65

Savings: \$3717.30

Credits of \$511.48

Debits of \$2894.39

Quarterly reports were completed and annual reports are in process.

Motion was made to accept Treasurer's Report by Sue and 2nd by Nate, unanimous motion carried.

Directors Report by Erica Moses

November Patron Count: 74 Adults, 17 kids

New Items: 27

Deleted Items: 30

Resource Sharing IN: 0

Resource Sharing OUT: 9

December Patron Count: 60 Adults, 11 Kids (1 New)

New Items: 51

Deleted Items: 5

Resource Sharing IN: 3

Resource Sharing OUT: 10

Holiday Closings have been set for 2025 as follows:

Jan 1	Wed	New Year's Day
Apr 18	Fri	Good Friday
May 24	Sat	Memorial Day Observance
Jun 14	Sat	Vendor Bazaar
Jul 4/5	Fri/Sat	Independence Day
Aug 30	Sat	Labor Day Observance
Nov 8	Sat	Holiday Fest
Nov 11	Tue	Veteran's Day
Nov 27/28	Thu/Fri	Thanksgiving
Dec 24-26	Wed-Fri	Christmas
Dec 31	Wed	New Year's Eve

The two youth grants are currently sitting in OCC Law Review which can take up to four weeks. Once we get the green light that the funding is available, how would you like me to proceed with purchases? Also keep in mind that a deep weeding of materials will also happen, and you'll see some large numbers deleted. I currently have 1500 items, most of which are older than 2015 and have no circulation statistics since the system migrated to Spark in 2018.

Partnership with the Bloomsburg Children's Museum Mobile Makerspace is continuing. We've adjusted the time back a bit in hopes of accommodating more working families.

Inventory is completed. Here are the final counts:

- Adult:
 - Lost: 15
 - Lost and Paid: 1
 - Missing: 317
- Youth
 - Lost: 70
 - Lost and Paid: 2
 - Missing: 207

Partnering with Susan Schenck who is an environmental education specialist with Lyman Run and Cherry Springs. Starting in February, she is going to come in once a month and do programming for preschoolers and school aged kids and will be nature themed. I'm not sure for how long she is planning this for, but we have confirmed dates for February and March.

Community Foundation of the Twin Tiers awarded us a grant of \$400 towards setting up the Little Free Library in conjunction with the Park Board. I will reach out to the park board and invited them to our next meeting to answer any questions they may have in order to get the ball rolling again, as well as have an updated cost breakdown.

Updated policies to review:

- Conflict of Interest Statement for Board Members and Staff (complete redo and EVERYONE needs to sign a copy to be added to their file once approved).

- Vacation: Changed to the following: After one (1) year of service, the library director shall be entitled to one times (1x) the average hours worked during the previous year. After five (5) years of service, the library director shall be entitled to two times (2x) the average hours worked during the previous year. An absent duty form must be filled out at least two weeks prior to vacation and must be pre-approved by the Board of Trustees President. Vacation time is received at the first of each calendar year regardless of the director's start date. Vacation hours may not accumulate year to year. Upon termination or retirement, the library director is not entitled to be paid for any unused portion of vacation time.
- Book Challenges: added that the person submitting the request must have a current Genesee Library Card in good standing and that any item already challenged will not be subject to reconsideration for a period of one year from the date of determination.
- Emergency Closings: Currently, policy states: When the library is in an emergency such as heavy snow, employees will not be paid, nor will they receive compensatory time off. However, Chris has often said (especially in the case of Penelec's planned outages) that I should be paid for my normal hours. I would like to change the policy to reflect this. It would state the following: *When the library must close in accordance with policy due to a power failure, staff will be paid their normal working hours for that current day only. Weather related closings such as area flooding or heavy snowfall must be agreed upon by both the director and board of trustee's president. Staff will be paid for their normal working hours for that current day only. Extended power outages or weather conditions causing closures would follow the extended closure policy.*
- Pet Policy: Needs to be updated to reflect service animals as defined by the ADA:
 - No pets allowed in the library due to liability insurance with the exception of a service animal as defined by the Americans with Disabilities Act (ADA).
 - The ADA defines a service animal as a DOG that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Emotional Support, therapy, comfort, or companion animals are NOT considered service animals under the ADA. Staff may only ask two specific questions: (1) is the dog a service animal required because of a disability? And (2) what work, or task has the dog been trained to perform? Staff are not allowed to request documentation for the dog, require that the dog demonstrate its take, or inquire about the nature of the person's disability.
- DVD Borrowing Agreement: Removed minors may not check out rated R DVD's because we do not label DVD's as such, nor do we prohibit minors from checking out adult books. Adding: DVD's must be returned inside, and not in the drop box. If DVD's are damaged from being placed in the drop box, the patron will be notified and will be charged any fees related to our damaged/loss policy.

Please review the contact list and make sure your information is correct.

There is a new annual report filing that we must now submit each year. I don't have all the details except for it is replacing a 10-year form that was submitted to the state and looks like it contains very basic information. When I have more information, I'll let you know. (This is in addition to the annual report we send to the OCL every year.)

I re-worked the budget now that the PC commissioners finalized their budgets. I left the lower budget amounts for programming and office supplies, as well as the lower amount for internet which is adjusted for what the difference between Frontier and Zito would be. I also left the lower amount for donations as the special programming money could go back up by the end of year.

Subscription for Quickbooks Online needs to be renewed next month. TechSoup fee went up by \$5, making it \$80 for the year. The payroll portion renews in March and that is roughly \$500 for the year. I have to manually update through Techsoup, but the payroll happens automatically.

Old Business:

There was no old business to discuss.

New Business:

PTLS meeting was 1/14/25, Chris attended voting was done and all voted in.

Board Meeting schedule will be 3rd Monday of the month with a minimum of 6 meetings per year.

April Bake Sale will be on the 5th. Kristine and Sue will chair this fund raiser.

Erica to send out Save the Date for our June Bizarre in the park scheduled for June 14th. Alex and Nate will be chairing this event.

November Holiday Fest will be on 11/8 this year and Kristine will chair this event.

Photo's for Christmas is a fundraiser that Erica will head. The plan is to do green screen picture and a background of customers choice can be picked and pictures to be printed right at the library.

Other fund raising ideas were for the Escape Room and maybe a Talent Show.

Erica is tossing around ideas on how to best spend the Grant money that we are expecting. She will not make any purchases until the money has been received. We will table her ideas until the next meeting, again awaiting for the Grant money to be in hand.

Conflict of Interest Policy was reviewed and updated, motion made by Kristine, 2nd by Jackie, unanimous motion carried. Each member in attendance of tonight's meeting signed this policy. Trinity who was absent will need to sign hers at next opportunity.

All other policies in the Director's report were reviewed, motion made by Jackie, 2nd by Alex with unanimous motion carried.

Erica's review was gone over and discussed with her. Questions answered and Erica signed off on the review and raise of 50 cent and witnessed by Nate.

Erica notified the board of her intent to resign in June. She will give a formal resignation at that time and will work reduced hours until then. Sherri Cornell has agreed to fill in some of the time.

Slate of Officers:

President/Co-treasurer: Chris Moser - motion made by Sue Reed, 2nd by Nate, unanimous motion carried.

Vice President: Nate Pott - motion made by Chris, 2nd by Alex, unanimous motion carried.

Treasurer: Kristine - motion made by Chris, 2nd by Sue, unanimous motion carried.

Secretary: Alex - motion made by Sue, 2nd by Chris, unanimous motion carried.

Next Meeting: February 17, 2025 @ 6:30 pm

Adjourn: Motion made to adjourn the meeting at 7:42 pm made by Nate, 2nd by Jackie, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary