

Little Falls Public Library Minutes

Meeting of February 21, 2023

In Attendance:

Chet Szymanski, President

Ralph Renzulli, Treasurer

Julie Regan, Secretary

Matt Powers, Trustee

Joan Carrig, Vice President

Cheyenne Aney, Library Director

Frank Mendl, School Board President

The regular meeting of the Little Falls Public Library Board of Trustees was held in person on February 21, 2023. The meeting was called to order by C. Szymanski at 3:28 pm.

On a motion made by J.Carrig and seconded by M. Powers, the minutes of the January meeting were unanimously accepted.

Committee Reports:

Financial Report: On paper, it was a good month with a profit of \$22,954. The NYS construction grant came in which offset our December loss of \$20,939 due to the payment of \$19,760 to Upstate Temp for the HVAC project. If the grant had come in on time our profit this month would have been \$1,643. The \$32,732 that was in the Adirondack money market account was transferred to the Morgan Stanley account on Feb 2. As of February 21, the balance for that account is \$288,574.

The annual microfiche maintenance bill was paid this month as well as a heater repair bill for \$918 and the National Grid bill. C. Szymanski is waiting for a call back from Pete Brillo regarding the previous Upstate Temperature bills. Regarding the microfiche, J.Carrig suggested looking for a means to move that material into a digital realm. F. Mendl suggested contacting MidYork to see if this is something they have done or if they have a plan or means to do this. C. Aney said she will contact them.

As of last week, the annual appeal netted \$17,200. That is \$2,200 better than our goal of \$15,000. We have already received \$2,000 from the Burrows Foundation for this year's campaign.

Regarding our budget report, we are ahead of budget by \$11,289. Our income is very close to target and our expenses came in \$14,726 lower than we budgeted for. Payroll is \$5,391 under budget. This is because we budgeted for our Director's salary beginning in July but Cheyenne didn't start until September. Also, our budgeted expense that gets reimbursed from the Trust is lower than budget by \$8,697. Much of this is because we are not taking the janitorial wages

out of the trust. This was done to beef up the cash income account which was getting too low. It's approximately \$14,000 higher than it was in January 2022.

Librarian's Report: The Herkimer County Board of Elections has reached out to the library to inquire about using the community room for early elections. We would receive free publicity and \$50 a day for its use. A handicap assessment needs to be completed. If MidYork does not have a way to do this the county will take care of it.

The Annual report was submitted to MidYork last Friday.

C. Aney previously emailed the Board a copy of each employee's anniversary date and asked how she should proceed with the evaluations. R. Renzulli suggested using an evaluation form. J. Regan suggested that employees should have access to this form prior to their evaluation so they know what they will be evaluated on. C.Szymanski will share forms that have been previously used.

MidYork is working with EMS Global to acquire a grant to place AED machines in libraries. We have been placed on the list to acquire one. Should this happen, MidYork will provide training to all staff members.

Our Munson William Pass has been prorated for the year at a cost of \$25. We will receive it at the end of March and it will be good until July. At that point we will decide whether to renew it for the following year. This pass allows unlimited free admission to all Museum of Art exhibitions for two adult members and children 18 and under in the same household. It also provides member pricing at the museum shop and reciprocal privileges through the Empire State Museum Reciprocal Program.

We are also getting a NYS Parks Pass. Advertising for it will happen in the spring.

At the last staff meeting it was suggested to have an open house during Canal Days since we had poor weather during our winter open house. J. Regan noted that last year the staff talked about having a presentation on the Little Falls diamonds during this time and suggested that maybe we offer this as part of our open house. J. Regan asked how the staff training went in January and C. Aney replied that it all went well.

Recently, an iPad screen was cracked leaving us with three iPads for the kids desk. J. Regan suggested that we purchase one more and then use the end for a kids puzzle. Possibly we can get a Walmart grant for the purchase. R. Renzulli noted that we could switch the tables that the computers and the ipads are on.

The DragTime Storytime will take place on April 1st.

Buildings and Grounds Report: F. Mendl reported that the plumbing is flowing fine but Sherry reported that the toilet and sink are still running slowly. F. Mendl and C. Szymanski will continue to look into the matter.

A flat screen television will be donated by Blaise Carrig to be used in the community room.

Grants: We received the Stewarts Make a Wish grant and have applied for the Dollar General Family Literacy grant. Toddler Time has been signed up with the National Literacy Foundation. J. Carrig was able to update our standing with the CNY Arts Council. The 2019 report has been completed. It was used for a series of mini concerts. There is no updated news on the DRI.

New Business: A reminder was given to the trustees regarding training.

C. Szymanski received the yearly contract for the Honeywell Electronic control System through Upstate Temperature. It outlines what is covered under the maintenance contract which includes the Trane Rooftop unit and the primary air handler in the basement. After a brief discussion, it was decided that we will ask them what it would cost to also add the community room system to this contract. This will occur before we sign the yearly contract.

C. Szymanski prepared the school tax levy request. We are asking for the maximum amount allowable. It was unanimously agreed that the letter shall be signed and sent to the schools.

The next board meeting will take place in the BoardRoom at 3:30 pm on March 21, 2023.

On a motion made by C. Szymanski and accepted by J. Carrig and unanimously agreed upon, the board adjourned at 4:07 pm.

Respectfully submitted by Julie Regan