

**Fulton Public Library**  
**Board of Trustees**

July 26, 2021

**Attendance:**

Trustees Present: President Jacqueline Havener, Sarah Fay, Ellen Himes, Pat Kush, Dennis Merlino, Kathy Sipling, and Bob Vayner.

Excused Trustee absences: Carolyn Mosier and Megan Overton.

Also present: Library Director Caroline Chatterton, Library Bookkeeper Sandra DeSantis.

**Call to order:** The meeting was called to order at 4:00 PM by President Havener.

**Adoption of Agenda:**

Ellen Himes **moved to accept the agenda**, Pat Kush seconded the motion and all approved.

**Public Comments:** none

**Approval of Prior Board Meeting Minutes and Agenda:**

Sarah Fay **moved to accept the June 21 Meeting Minutes**, seconded by Ellen Himes. Motion carried.

**Review Financial Reports:**

Bob Vayner turned the floor over to FPL Bookkeeper and Sandra DeSantis presented the A/P Aging Summary, expenditures, budget and balance forms. Dennis Merlino asked if we were on track financially. Sandy stated that by opening a pay pal account, many of the fees that we originally paid were eliminated. Pat Kush **moved to accept the financial reports and expenditures**. Dennis Merlino seconded the motion and all approved.

Jackie recommended that the Finance Committee meet in August.

**Library Director's Report:**

Caroline Chatterton presented the Library Director's Report (see attached). Items of note: We are excited about how the library usage has increased. There is some slow down in the e-media use. No complaints about Hoopla. Still continuing our on-line programing. We are planning an outside program on Wednesday. We are using our voice amplifying equipment and loving it.

We still need more donations for the children's room carpet. Sarah suggested manning a table at the Saturday morning Farmer's market to promote the library. The Tech Soup grant from Mobile Beacon will reimburse us for our hot spot purchases.

Jackie asked if we could see the circulation data from 2019 to compare with 2020 & 2021. One incident this month: baby birds were found in the fireplace.

### **Committee Reports:**

- Capital Campaign: Sarah Fay reported that the capital campaign is putting fundraising on hold for the summer. She did send a letter to the Fulton Common Council about the children's room, summer programs and new Saturday hours.
- Finance: Bob Vayner reported that a profit/loss sheet was worked up by Sandy DeSantis. We saved some money in our gross profit because we weren't open some of last year. We still have \$35,000 coming in from the Fulton City School District in October.
- Grant: Ellen Himes reported that we should be hearing soon about the grant to redo the meeting room. As soon as we hear, we will have to put the project out to bid. The grant for the front door and the ramp is still in the works. We need a letter from the Mayor of Fulton to continue.
- LRSP: Pat Kush reported that there is nothing in the works right now.
- Personnel: no report
- Policy: Jackie Havener reported that she is giving the policies to Dennis Merlino, the next Policy Committee chair.
- Safety/Maintenance Committee: Jackie Havener reported that we met with Chris Waldron about the bricks on the exterior of the building.
- Special Committee to Reopen: Ellen Himes passed out copies of the "Hero Act". This is a plan to protect employees against exposure and disease during an airborne infectious disease outbreak. It came from NCLS. Ellen suggested adding an air-filtration system. Dennis said that the county is writing a grant for portable air filter systems. Jackie will follow up with Oswego County Health. Ellen made a motion to adapt the "Hero Act". Dennis seconded the motion and the motion passed.

### **New Business:**

- Caroline thought it would be a good idea to have a Notary on the staff. The board felt this would be a good service to provide for our patrons and that we should try to have 2 notaries at the library.
- Jackie Havener made a motion to appoint Sandra DeSantis as the official board treasurer. Pat Kush seconded. Motion carried.
- Officer Elections:  
Ellen Himes nominated Jackie Havener for President. Dennis Merlino seconded the motion. Motion was carried  
Jackie Havener nominated Ellen Himes for Vice President. Pat Kush seconded. Motion was carried.  
Jackie Havener nominated Kathy Sipling for Secretary. Sarah Fay seconded. Motion was carried.
- Committee assignments were distributed with guidelines and items to be completed each time the committee meets.

### **Unfinished Business:**

Dennis Merlino made a motion to terminate our contract for the special Project. Sarah Fay seconded the motion. Motion passed

The **meeting was adjourned** at 5:50 PM by President Havener.

Our next meeting is scheduled for Aug. 30, 2021 at 4 PM.

Respectfully submitted,

Kathy Sipling for  
Carolyn Mosier, Secretary