

Fulton Public Library

Board of Trustees

August 30, 2021

Attendance:

Trustees Present: President Jacqueline Havener, Sarah Fay, Ellen Himes, Pat Kush, Dennis Merlino, Carolyn Mosier, Megan Overton, Kathy Sipling, and Bob Vayner.
Also present: Library Director Caroline Chatterton

Call to order: The meeting was called to order at 4:02 PM by President Havener.

Adoption of Agenda:

Pat Kush **moved to accept the agenda**, Dennis Merlino seconded the motion and all approved.

Public Comments: none

Approval of Prior Board Meeting Minutes and Agenda:

Carolyn Mosier **moved to accept the July 26 Meeting Minutes**, seconded by Pat Kush. Motion carried.

Review Financial Reports:

Bob Vayner reviewed the budget paperwork. Kathy read the minutes to the Financial Committee's August 25 meeting. Dennis Merlino had two questions about the budget that Caroline answered. Carolyn Mosier asked about the water bill and it is back to where it should be with no problems. Pat Kush **moved to accept the financial reports and expenditures**. Megan Overton seconded the motion and all approved.

Library Director's Report:

Caroline Chatterton presented the Library Director's Report (see attached). At the board's suggestion, Caroline included the stats from 2019 in her report. Items of note: Circulation is steadily increasing; E media use is fluctuating but better than 2019; Hoopla is going strong and we will now get a monthly bill. Caroline would like to start children's programming in the Fall. Program attendance has been good throughout the summer.

Committee Reports:

- **Capital Campaign:** Sarah Fay reported that the committee is putting their energy into the Fulton City Fall Festival that takes place Saturday, Oct. 9. We will have a table with tee shirts, masks, car decals and canvas bags. We will also have a 50/50 raffle and a Fall basket to raffle. Maybe the board can donate fall related books and other things for the library basket. We can make and give away some colorful bookmarks. We can make a picture board about the children's room. Items for the Fall basket need to be in by the Sept. 27 Board meeting. All proceeds from the festival will benefit the children's room.

Some discussion ensued about giving children's books to people who come to the table and there was another discussion about colors and designs for the tee shirts.

- Finance: Bob Vayner reported that the Finance Committee met last week (Aug. 25) and there were a few minor changes made to the budget. Some discussion ensued about purchasing air filters for the library.
- Grant: Ellen Himes reported that Caroline has finished the grant for the ramp and repairing the outside stairs. We were not able to include a new front door at this time. We are still waiting to hear about the grant money for the meeting room.
- LRSP: Carolyn Mosier reported that the LRSP committee met on August 23. We are inviting Brad Broadwell to join the committee as a community member. The plan will be completed by the start of the new fiscal year. Some things to think about:
 1. Need for more room – extension? New location?
 2. Focus on improving community programming and services
 3. How to increase participation. The committee is planning some field trips to get ideas.
- Personnel: no report
- Policy: Dennis Merlino reported that the policy committee has not met. Jackie Havener will help with what policies need to be updated.
- Safety/Maintenance Committee: Jackie Havener reached out to Chris Waldron for resolution about loose bricks. Caroline brought up a serious issue of people vandalizing at the rear of the building. Maybe removing the overgrowth at the side and rear will help.
- Special Committee to Reopen: Ellen Himes reported that it has not been necessary to meet at this time.

Unfinished Business: Caroline reported that an employee is interested in taking the Notary classes.

New Business:

- NYS Construction Loan application. There is one form that needs to be approved. **Carolyn moved to accept the Assurance form for the NYS Construction Loan application.** Sarah seconded. All approved.
- Air Filters. Jackie Havener reported that there is a local company in Pulaski (HealthWay) that manufactures air filters. We should look into having an air filter on each level of the library. They are small and stand alone. Discussion ensued about having the company come to look at our building and make suggestions.
- Sexual Harassment Training. Caroline reported that sexual harassment training needs to be done every year by the employees and the board members. The employees were going to be training at 10:00 on Friday morning, 9/3. Caroline will send the links for board members to watch the training on-line and complete a questionnaire.
- Trustee Training. Carolyn reminded the board that Trustees are required to have 2 hours of training. The NCLS website has training videos on various topics.
- Update on Special Project. Jackie, Ellen and Caroline met with Mr. Brad Broadwell. Some discussion ensued about the special project.

The meeting was adjourned at 5:30 PM by President Havener.

Our next meeting is scheduled for September 27, 2021 at 4 PM.

Respectfully submitted,

Kathy Sipling
Secretary