

**Fulton Public Library**  
**Board of Trustees**  
September 27, 2021

**Attendance:**

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

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

**Adoption of Agenda:**

Jackie Havener added a few items to the agenda. Sarah Fay **moved to accept the agenda**, Pat Kush seconded the motion and all approved.

**Public Comments:** none

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

Pat Kush **moved to accept the August 20 Meeting Minutes**, seconded by Carolyn Mosier.  
Motion carried.

**Review Financial Reports:**

Bob Vayner reviewed the budget paperwork.  
Ellen Himes **moved to accept the financial reports and expenditures**. Pat Kush seconded the motion and all approved.

**Library Director's Report:**

Caroline Chatterton presented the Library Director's Report (see attached). Circulation statistics for 2021 are up and doing well. Caroline attended the Senior Fair at the Oswego Speedway. We had a successful book sale on September 10<sup>th</sup>. Local Author Jessica Naioti did a book signing at the library on Sept. 4<sup>th</sup>. The library is raffling two reading totes of books donated by one of our library patrons. The winner will be drawn on October 15<sup>th</sup>. All proceeds will go towards the children's room renovations. The library is upgrading the phone system with Windstream which will save about \$100 a month. We are very grateful to the KeyBank employees who spruced up our front landscaping as part of their "Neighbors Make a Difference" day.

**Committee Reports:**

- **Capital Campaign:** Sarah Fay reported that the committee is ready for the Fulton City Fall Festival where the library will have a table. The festival is on Saturday, Oct. 9 from 10 – 4. We will sell tee shirts, masks, car decals and canvas bags to benefit the children's room renovation project. We will also have a 50/50 raffle and a Fall basket to raffle. The tee

shirts will say “Read” and “Fulton Public Library”. We’ll have an order form for people to order tee shirts.

Sarah attended the last Fulton Common Council meeting and talked about the children’s room, the grant we received and what we have planned for the future.

- Finance: no report
- Grant: Ellen Himes reported that we received the NYS Construction Grant. There will be a phone conference at 1PM on Sept. 28 and then we need to put the project out to bid as soon as possible.  
Caroline and Ellen met with Julia Sweet on the phone about the DRI grant. This grant is a reimbursement program. We have 3 projects to complete and 5 years to do them. Ellen suggests we focus on one project at a time. 33% of the work has to be completed by women owned and/or minority owned companies.
- LRSP: Carolyn Mosier reported that the LRSP has decided to visit other libraries to get different ideas. They recently visited Oswego Public Library and Jamesville Dewitt Public Library. They will meet again on Oct.6 at 10:00 to focus on the long-range plan. Carolyn recommended a patron who would like to be on a Friends of the Library committee.
- Personnel: no report.
- Policy: Dennis Merlino reported that there are a few policy concerns coming up and he will send out an e-mail to see what works for everyone on the committee.
- Safety/Maintenance Committee: Jackie Havener sent an e-mail to Chris Waldron for resolution about loose bricks. The city did send workers to clean up the brush overgrowth at the back of the library building.
- Special Committee to Reopen: Ellen Himes reported that it has not been necessary to meet at this time.

**Unfinished Business**: Caroline has been in contact with HealthWay about purchasing air purifiers for the library. HealthWay has two mobile, plug-in systems: a compact system and a larger one. Discussion ensued about what the library needs and if we should look into other air systems.

Sexual Harassment Training – everyone handed in their discussion sheets for the required sexual harassment training. The Board members should also other trustee training through videos posted on the NCLS website. Caroline is working on creating a webpage just for trustees that may include links to some of this training.

### **New Business**:

- NCLS Plan of Service. There are three parts to this plan:
  - 1) The Library System Plan of Service (What the Watertown Library provides),
  - 2) The North Country System, and
  - 3) the Free Direct Access Plan which deals with the funding. After some discussion, Carolyn Mosier made a motion to accept the NCLS 5-year plan of service. Dennis seconded the motion and the motion carried.
- Student Representation. Jackie Havener proposed that we add 2 student representatives to work with the Board of Trustees. There was a lot of discussion. Caroline said that our Children’s librarian had been working on creating advisory boards for young people before the pandemic and she might start working on that idea again.
- Librarian II position. Caroline created a Librarian II position for our children’s librarian to be in line with Civil Service requirements. It will need the board’s approval. Sarah Fay made a

motion to approve a Librarian II position for the Children's Librarian. Ellen Himes seconded the motion. Motion carried.

- Director's Office. Jackie Havener would like to encourage Caroline to modify the Director's office to a more comfortable and functional space.

The **meeting was adjourned** at 5:48 PM by President Havener.

Our next meeting is scheduled for October 25, 2021 at 4 PM.

Respectfully submitted,

Kathy Sipling  
Secretary