

Fulton Public Library
Board of Trustees
February 28, 2022

Attendance:

Trustees Present: President Ellen Himes (via zoom), Sarah Fay, Jackie Havener, Pat Kush, Carolyn Mosier, Kathy Sipling, and Dennis Merlino (via zoom)

Trustee absences: Bob Vayner

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

Call to order: The meeting was called to order at 4:01 PM by President Himes.

Adoption of Agenda:

Pat Kush **moved to accept the agenda**, Kathy Sipling seconded the motion and all approved.

Public Comments: none

Approval of Prior Board Meeting Minutes and Agenda:

Carolyn Mosier **moved to accept the January 31, 2022 Meeting Minutes**, seconded by Pat Kush. Motion carried.

Review Financial Reports:

In lieu of Bob Vayner's absence, President Himes deferred to Sandra DeSantis. Sandy reported that there was nothing unusual on the financial side this month. Some accounts were renamed: Savings is now called Capital Reserves; checking is now Operating Funds; and Grants are called Building Funds.

Kathy Sipling **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). The library saw a dip in the circulation stats this month. Meanwhile digital resources are doing great. NCLS is keeping statistics of people visiting our library website and number of people using the wifi.

The library is starting some outreach programs at the Y. Sara may start some sensory programs for children. The Lego club is starting up again. Zumba classes are being offered for free on the web site.

Friends of the Library are meeting through zoom on March 1 at 10 AM.

Committee Reports:

- Capital Campaign: no report
- Finance: The committee met on Feb. 24 and discussed the tax levy.
- Grant: The bid document is 100% ready to go for our community room project.

- LRSP: Carolyn reported that the committee is meeting on a regular basis. They have created a staff survey and they're working on a community survey. They talked about Friends of the library having a table at Parents University on March 19 at GRB. They discussed conducting focus groups – possibly in May. The next meeting is March 15.
- Personnel: no report
- Policy: Dennis Merlino reported that there is a policy meeting on March 1. They have worked on the staff work rules – fine tuning the wording. Next, they will work on the Defense of Freedom statement; staff work rules, medical leave and material selection policies. They will be adding a policy for operating fund overage.
- Safety/Maintenance Committee: no report

Unfinished Business:

- Tax Cap: The finance committee discussed what the library needs for operating next year. Sarah Fay motioned that the library request a 5% increase in the tax cap. Carolyn Mosier seconded. Motion carried.

New Business:

- Annual Report – Carolyn moved to accept the annual report as written. Pat Kush seconded. All agreed.
- Whistleblower Policy – Library must post the notice of employee rights. Policy committee will make revisions to our current policy to comply with New York State Labor Law.

Public Comments: none

The **meeting was adjourned** at 4:54 PM by Ellen Himes.

Our next Board meeting is scheduled for Monday, March 28, 2021 at 4 PM.

Sarah noted that the tee shirts were ready. She will reach out to the printing company and pick up the shirts.

Respectfully submitted,

Kathy Sipling
Secretary