

Fulton Public Library
Board of Trustees
October 24, 2022

Attendance:

Trustees Present: Ellen Himes, President, Sarah Fay, Maria Fazzini, Donna Jones, Pat Kush, Dennis Merlino, Carolyn Mosier, David Phares, Kathy Sipling,

Also present: Deborah Standish, Treasurer, and Sharon Dellinger, Library Friends Chair

Absent: Caroline Chatterton, Library Director

Call to order: The meeting was called to order at 4:00 PM by President Ellen Himes.

Adoption of Agenda:

One addition was made to the agenda. The agenda was approved with correction.

Public Comments: none

Approval of Prior Board Meeting Minutes and Agenda:

Meeting minutes of September 26, 2022 approved as presented.

Review Financial Reports:

The financial reports were reviewed. Questions were deferred to Deborah Standish, Treasurer. The financial reports and disbursements were then approved as presented.

Library Director's Report:

Library Director, Caroline Chatterton, was absent from the meeting but sent out her director's report. (attached). The report was reviewed and accepted by the board.

Committee Reports:

- **Capital Campaign:** Kathy reported that the committee met on October 5. We have a Fall basket prepared and will be selling tickets until Nov. 18. Some of our ideas are to continue with the butterfly sponsor wall. That activity was delayed during the pandemic, but we have the butterflies made and letters to send out.

We are tossing around a book fair for "Grownups" – perhaps in late Spring. We could have local authors and books stores present. Maybe a Craft Fair outside on the lawn in the spring with CNY Arts.

Also, we may work with the Children's room to have our young patrons design Christmas Card. We can have them printed and sell them.

- Finance: Carolyn reported that retirement costs are up; floor mat costs are up; material costs are up. We are still looking for a company to do a full audit.
- Grant: Ellen reported that the committee is still waiting for the community room to go out to bid.
- LRSP: The Long-Range Strategic Plan was voted on and accepted.
- Policy: Dennis reported that the committee finished editing the employee handbook and it was sent out to all the board members. A big “thank you” to Maria for Editing the document. The committee revised the “staff rules” and they are included in the handbook. Board members need to read over the handbook and send thoughts and comments to Dennis and Maria by Nov. 11. The next policy meeting is Wed. Nov. 16.
- Personnel: The Board will be going into Executive Session.
- Safety/Maintenance Committee: See below – Community Room Emergency Door

Unfinished Business:

- Main floor renovation: Still no drawings yet from Janelle Bossuot from Educational Furnishings.
- Emergency door replacement: Donna has located a construction company (Emmo Rae) to replace the emergency door. The door arrived last week and is scheduled for installation for next Thursday or Friday.

New Business:

- Roof repair: After some problems with roof leaks, Syracuse Sheet Metal gave us a quote to fix some holes and clean the gutters. It was suggested that we call A&E Electric to do some repairs on the heat tapes. Also, we need to call a plumber to correct some of the drainage.

Public Comments: Sharon Dellinger, Library Friends Chair, spoke about some of the organizational progress that the friends’ group has made. The group will meet again in the beginning of November.

President Himes moved to Executive Session at 4:50 PM, to discuss Director Caroline Chatterton’s annual evaluation.

Trustees returned to the regular board meeting at 5:07 PM. Trustees approved the review of the Director and the recommended 3% salary increase.

The **meeting was adjourned** at 5:20 PM by Ellen Himes.

Our next Board meeting is scheduled for Monday, November 28, 2022, at 4:00 PM.

Our next Friends meeting is November 2, 5:30 PM in the library.

Respectfully submitted,

Kathy Sipling
Secretary