

Fulton Public Library
Board of Trustees
November 28, 2022

Attendance:

Trustees Present: Ellen Himes, President, Sarah Fay, Maria Fazzini, Donna Jones, Dennis Merlino, Carolyn Mosier (via zoom), Kathy Sipling

Also present: Caroline Chatterton, Librarian, and Deborah Standish, Treasurer

Trustees Absent: Pat Kush, David Phares

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

Adoption of Agenda:

Two additions were made to the agenda. The agenda was approved with additions.

Public Comments: none

Approval of Prior Board Meeting Minutes and Agenda:

Meeting minutes of October 24, 2022 approved with one correction.

Review Financial Reports:

The financial reports were reviewed. Ellen explained how the tax levy works i.e.: the money is given to the library in different percentages three times a year. Other questions were deferred to Deborah Standish, Treasurer. The financial reports and disbursements were then approved as presented.

Library Director's Report:

Caroline Chatterton presented the Library Director's Report (see attached). Caroline reported that circulation is up and e-media is up. We had 150 people attend our "Truck or Treat" in Oct. We have a "Narwhal and Jelly" tree at the Pratt House this year. Four children participated in the Kid's Book Club.

OCO donated a filing cabinet and we had it painted by local artist Bonnie McClellan. We are going to turn it into a Comfort Cabinet and keep it stock with non-perishable food items and personal hygiene products.

Caroline attended the NYLA conference in Saratoga Springs. Caroline and Mary Kimball visited Towpath Towers to talk about the memoir writing workshop.

Committee Reports:

- Capital Campaign: Kathy reported that the committee met on November 2. We finished the Fall basket raffle and now we are working on the letter writing campaign. We are also working on making greeting cards from the winter drawings that the children made.
- Finance: no report
- Grant: Ellen reported that we are out to bid again for the community room.
- LRSP: no report
- Policy: Dennis reported that the committee finished editing the employee handbook and there were two documents for the board to look over.
- Personnel: no report
- Safety/Maintenance Committee: The emergency door has been replaced by Emmorae and it is working great. It's a commercial steel door with a push bar. Volney Multiplex then came and fixed the alarm.

Unfinished Business:

- Main floor renovation: Two drawings of floor plans have been sent from Janelle Bossuot from Educational Furnishings. Employees and Board members are looking the plans over. The Board had some discussion about where the YA section should go.
- Employee Handbook: The Board looked over The Employed Handbook page by page, suggesting small corrections and changes.
- Staff Work Rules: Donna motioned to change the wording from discharge to termination throughout the document. Ellen seconded and all approved. Maria suggested that we put the documents into Google Docs.

New Business:

- Outreach Coordinator: Caroline had some response to the ad for an Outreach Coordinator and she will be interviewing soon.
- Employee Retention Tax Credit: The Library was notified that it might qualify for government reimbursement for the time we were closed during the pandemic. After some discussion, the board felt that the offer wasn't right for us.
- Credit Card Limit: Sarah motioned to increase the library credit card limit to \$7500. Maria seconded the motion and all approved.

Public Comments: none

The **meeting was adjourned** at 5:34 PM by Ellen Himes.

Our next Board meeting is scheduled for Monday, December 19, 2022 at 4:00 PM.

Our next Friends meeting is November 7, 5:30 PM in the library.

Respectfully submitted,

Kathy Sipling
Secretary