

Fulton Public Library
Board of Trustees

April 24, 2023

Attendance:

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

Also present: Caroline Chatterton, Librarian; Deborah Standish, Treasurer; and Sharon Dellinger, Chair of the Friends of the Library

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

Adoption of Agenda:

Ellen added one item to the agenda under new business. The agenda was approved with the one addition.

Friends Group: Sharon Dellinger reported for the Friends group. The friends are ready for the official launch in June. A press release that will state the mission and invite new members, will be published the week of May 12. Sharon answered any questions.

Public Comments: None

Approval of Prior Board Meeting Minutes and Agenda:

Meeting minutes of March 27 approved with no corrections.

Review Financial Reports:

Our budget year is July to June. Any questions were deferred to Deborah Standish, Treasurer. The financial reports and disbursements were approved as presented.

Library Director's Report:

Caroline Chatterton presented the Library Director's Report (see attached). Caroline had more encouraging reports about Circulation statistics going up. The library has been off-line for a week in mid transition to the new circulation system, Polaris, so that may affect our statistics for next month.

We have seen an increase in programming attendance. The library hosted a 4-week writing seminar with Jim Farfaglia. The goal was to get some memoirs for our next book. We had litter clean up kits for Earth Day. We had a visit from 3 Lanigan Kindergarten classes. We are partnering with United Way to help promote the Stone Soup event in Fulton.

Committee Reports:

- **Capital Campaign:** Kathy reported that the committee met on April 5. We are raffling off a tote bag of Spring Items. The Library Chicken BBQ will be on May 20 with Frickin' Chicken

at the Polish Home. We will have some raffles and a bake sale too. Some of the friends of the library have offered to help and some have offered to bake for our sale. Sunrise Rotary has offered to lend us some signs for the BBQ. Kathy said she will e-mail out a reminder as we get close to the BBQ date.

- Finance Committee: Carolyn reported that the committee did meet and went over the details of the budget. Some items needed adjusting for the new year. Ellen found a company that will do a full audit for the library. Carolyn is also looking into a company that may do a full audit.
- Grant: Dan Fey was at the library doing measurements for the community room renovations. He will give us a contract soon. The next round of NYS Public Construction Grant applications will be starting soon. Caroline is working on getting quotes for both the window replacements and installation of mini splits throughout the building.
- LRSP: no report.
- Policy: Dennis reported that the committee met and are bringing the donation policy to the Board for a vote. Sarah asked about policies for banned books and some discussion followed. We concluded that we will take direction from NCLS.
- Personnel: no report
- Safety/Maintenance Committee: Caroline reported that the roof repairs are finished and the city's insurance was able to cover the entire cost of interior and exterior work.

Unfinished Business:

- Community Room: Dan Fey was at the library doing measurements for the community room renovations. Work on the community room will start the first week of May.
- Main Floor Renovation update: Janelle Bossuot from Educational Furnishings has given us a quote for the Main Floor renovations. Caroline reached out to House Works for a quote for new carpet. House Works has come in to take measurements.
- Ramp: Ellen reported that we are going to ask contractors to give us a bid for the concrete work on the ramp. We need a ramp that is ADA compliant. The door at the top of the ramp needs replacing too.

New Business:

- Donation Policy: Dennis read the new donation policy to the Board. Carolyn moved to accept the policy as written. Donna seconded the motion. All were in favor.
- Upcoming Budget Vote: Ellen reported that our assessment per thousand dollars is about .55. Caroline reported that we have two new candidates for the vote to replace two who are stepping down.

Public Comments: none

The **meeting was adjourned** 5:39 PM by President Ellen Himes
There is a special Board meeting on Wednesday, May 3rd at 4:30.
Our next monthly Board meeting is scheduled for Monday, May 22, 2023 at 4:00 PM.

Respectfully submitted,

Kathy Sipling, Secretary