

Elizabeth B Pert Library

Meeting of Board of Trustees: (Corrected version)

Date: July 31, 2025

Present: Bobbi B., Kylie R., Nancy D., Tim A., Tom P. (per phone), Amanda Z. and Cathy B. – Absent Sue W.

Bobbi B. called meeting to order at 6:30 P.M.

Treasurers Report was given by Nancy D.: She passed out a copy of our Finances so far this year to Board members. Our Library is about \$42.00 shy of our obligation to raise \$5000.00 in fundraising for the fiscal year. The Library made \$1658.00 on our recent Book Sale and spent \$72.00 on Advertisements leaving a net profit of \$1586.00. Youth programming has not been touched at this time. There is some extra monies in Equipment and Software. Our most expensive item is the Bookkeeper which comes to approx. \$379.00 per month. The Library is in good shape financially, but as a board we will be checking on other alternatives for bookkeeper. The reports from the bookkeeper do not meet our needs, but we do need an outside accountant. Tom P. stated that school districts had shared services with BOCES maybe STLS could advise us where to get help. Bobbi B. said she had asked STLS and they do not help in this area. Kylie R. asked if we would interview anyone we looked at and ask for references. Need to look at our Categories and Sub Categories on the financial reports. Nancy D. announced that at the end of this year she was resigning her position as Treasurer. Tim A. made a motion to accept her report and Kylie R. seconded. President asked if the rest of Board accepted or disagreed. It was accepted by all.

Secretarial Report was given by Ella P.: The notes from our last meeting in June 26, 2025 was sent out to all Board of Trustee Members per email. It was reviewed and accepted. Tim A. made motion to accept and Kylie R. seconded. It was accepted by all members.

Director's Report by Amanda Z.: She stated she has been focused on the flow of the library – what it needs and what we have. There was a list made up of new programs offered in August. This was there is library as handouts. She has met with Mandy from STLS. She has been meeting the library patrons and asking their opinions and ideas. Her wish list included a new sandwich board sign for out front to advertise upcoming events and let people know when library was open. Another request was to have a sign (maybe on back of our drop box) to show people where our library entrance is. It is a bit confusing with our building being so close to VLH Fire Dept. Bobbi B. told her to look into pricing. The Board looked online and prices were anywhere from \$50 and up. The Board approved up to \$500 for both signs. Nancy D. stated it could come out of the Equipment.

Amanda Z. also stated it would be nice to have a laminator for signage. It was addressed about having a wish list that people could buy items instead of donating money to the library, similar to a wedding registry and what was the legally issues. The Board felt that if people bought and had it shipped to library directly with there being no influence from library on amount spent it would be okay. Maybe do a promotion around Christmas or Valentine's Day (love your library). Amanda

asked about accessing our Facebook acct. The Board was not sure. Ella P. did show them where she could connect on her phone, so maybe we could update or delete and set up different acct. Amanda asked if it would be possible to set up a vendor or two to buy books online, such as Midwest or

Board of Trustees Meeting 7 31 25 Cont'd -

Ingraham. They do discounts up to 40% and work with libraries. We would get new releases early and she has worked with these vendors before. Kylie R. inquired if Amanda could get the Board some ideas on pricing. Amanda Z. sees a need for more Large Print and Fiction, but would like to weed out older books. This would give room for newer books plus make shelves better. When shelves are crowded it damages books. Discards would be sorted for future book sales. The Open House Meet and Greet Date for the community to meet the new Director and Assistant Director is set for August 26th from 6-8 PM. Bobbi B. stated we would have refreshments. Kylie R. asked about raffling at event.

Assistant Director's Report by Cathy Barnes: Has been getting to know what is needed and getting familiar with what the library had done for social media. She is finding ways to promote all our events and information. Setting up a centralized location for all pictures and events. Applied for grants from Arts Council and got \$400 to help with our event on Wreath-making that is set up for this Fall. She stated we could use mail chimp for newsletters for free. She has set up the 1st newsletter to go out August 1st. Subscribers can sign up for future newsletters. Bobbie B. stated Sue Hazlitt has her own email list of parents whose children come to Story time which may be helpful. We cannot use any emails of patrons on the computer without their consent. Bobbie B. stated we should use STLS website to share information. We all discussed the WIFI at the library and that the open WIFI is unsecured and goes in and out. There are other WIFI connections but they need a password which no one knows. Bobbi B. said to contact STLS.

OLD BUSINESS: Conference Table has been ordered. Amanda Z. requested a new workstation.

The lighting for the Book Shed was brought up – Kylie R. stated Abby Ganton had some cool lighting for Hector A Fair and she would look into that. Bobbi B. stated we could put in a couple more windows on north side of the shed.

We got a copy of the book on Freedom Village.

We will make sure we acknowledged the United Way for all their help with funding.

In September we had a musical program tentatively set up with Carol Macoda. We do have a couple of open dates on the 11th and the 23rd but we haven't heard from her. She was going to do a program for free. Cathy Barnes said she will follow up with her. Bobbi B. said we could let it ride for now.

Cathy Barnes stated that the Southern Tier Arts Council said there will be larger grants available in the fall and encouraged our library to apply.

FLX Studio Makers Market – Amanda Colunio was a good source.

Ithaca signs makes vinyl signage like we would like for the front of the library. Bobbi B. would like to have someone go with her to check them out. Kylie R. volunteered.

Bobbi B. stated that Eugenia Barnes had volunteered to do a monthly or bi-monthly quilt appraisals at the fire dept. She would donate \$5 to the library for each quilt she appraised. It was decided we couldn't do this since we are a non-profit.

Book Sale as stated earlier by our treasurer was a success.

Board of Trustees on 7 31 25 Cont'd

The library sponsored two programs at the Hector A Fair. Both were done on Native Americans. We paid \$700. There was good attends at both. 18 attended 1st program and 36 attended 2nd program. Ideas for a program for us to sponsor next year? Amanda Z. suggested Dinosaurs since next summer's reading programs thru STLS will be "Unearth the Story". Talk to the Museum of the Earth on Rt. 96 in Ithaca to see what kind of programs they have to offer.

Tim A. made a motion to adjourn and Kylie R. seconded. All agreed. Adjourned 8:10 P.M.