

## ELIZABETH B. PERT LIBRARY

### BOARD OF TRUSTEES MEETING on September 25, 2025

Present: Bobbi B., Nancy D., Ella P., Tim A., Amanda Z. and Cathy B.

Call to Order @ 6:30 p.m.

Secretary's Report: Last meeting minutes accepted by all with 2 corrections made by Bobbi B. – first was the amount of \$300 from NYS Library System to \$1390 and second was the date of Amy Grove Beckhorn attending our Sept. 25<sup>th</sup> meeting was changed to a meeting in the future not a specific date.

Treasurer's Report: Nancy D. handed out a Statement of Activity thru Aug. 31 plus the details on that report and a Statement of Financial Position as of Aug. 31, 2025. Nancy stated she met with Lodi Library about what they do for accounting and it was very helpful. They use the Center for Transformative Action (CTA) from Cornell and they use QuickBooks. They charge \$45 per hour. It seems the CTA can provide everything we would need. They gave her a copy of the Lodi Library spreadsheet from QuickBooks and would help us get started. The Board at this time agreed that the new system that Lodi is using would be worth trying. Mickey Bogart is the treasurer at Lodi Library. Bobbi B. suggested that Nancy D. talk with Amy G-B about all of this and she would give Nancy Amy's contact information. Lastly we are still waiting on EIN# clarification.

Director's Report: Amanda Z. stated she has been focused on children's sections – separated out graphic novels and book series. She said there has been 173 visitors and \$25 in donations. She had given out 7 new people library cards this month. She ordered sign for out front from Amazon using debit card and it cost just under \$200. She also ordered some supplies from Demco using the debit card. She has set up a presenter on October 16<sup>th</sup> @ 6 p.m.. It is an adult program and is a Mushroom Cultivation Workshop (low tech) presented by Samuel Warren for a max of 15 people. He charged \$250. We have been advertising on Facebook, Hector has It All and put out flyers. The Board approved. In October there will also be a tarot card reading and Amanda stated that she would be doing craft and story time for the month of October. She has also been attending meetings – one on Blue Cloud, another brainstorming with other local libraries such as: Montour and Odessa (Watkins couldn't attend). She will be attending annual meeting at Penn Yan Library on October 3 from 10-12. She also asked who gave the Library the plants that were on floor by door because she would like to have them removed. Bobbi suggested talking to Andrea N. because the pots are hers.

Assistant Director's Report: Cathy B. said Newsletter will go out the 1<sup>st</sup> of October and every month now. Subscriptions are coming in for people who want the newsletter. We are using Mail Chimp and it is free (there is a charge if are users numbers go way up). We have Instagram – Hector Library – to post on. She has been working on branding and logos. Have been getting monthly flyers together for people to know what is happening at the library monthly. These flyers are at the library and will be at other locations, such as Office of the Aging Luncheons, local church and other community places. Printers are up and working again. Cathy B. did a comparison between 2024 and 2025 3<sup>rd</sup> quarter showing visitors to library.

Trustee Meeting Cont'd –

## Old Business:

Shelving – In 2-3 weeks Bob Hanson will be coming to take measurements so he can start building shelving and it will all match.

Conference Table – It is expected around October 23<sup>rd</sup>. We need to make space for its arrival. We need to determine what to do with older smaller tables. Suggestions were made – one to the back wall between two chairs, one already were to book sale shed, we could store them in Fire Dept Building temporarily or offer to other libraries. We also have folding tables that were used when we had our tent book sales at the Hector Fair which could possibly be sold.

By Laws – Under Membership - To vote on issues as a volunteer you must have volunteered at least 25 hours. How to keep track of volunteer hours now? Use to have calendar when we were an all-volunteer library. Now our volunteers work sporadically as needed at book sales, covering desk, helping out at the library with various things needing to be done and other events. Amanda Z. stated she has a volunteer sign in sheet that volunteers use when she is there during normal library hours, but if the volunteers work other events or come in to do things when library is closed she wouldn't be aware of their time spent helping. Bobbi B. said she has volunteers hours when they sign up with her for an event and she can share that with Amanda Z. Quarterly meetings of volunteers were discussed and times for these meetings.

Policies are finished and have been revised so they can go on the STLS website BUT Bobbi B. is going to go over all before we publish them.

Other: The amount that the Director can spend without prior approval of the Board was increased from \$100 to \$200. And until the EIN# issue has been resolved. Nancy D. will write checks for programs and ordering.

Tim A. made a motion to adjourn and Nancy D. seconded. All others agreed.

Adjourned at 8:10 p.m.