

Little Falls Public Library Minutes

Meeting of January 17, 2023

In Attendance:

Chet Szymanski, President

Ralph Renzulli, Treasurer

Julie Regan, Secretary

Matt Powers, Trustee

Joan Carrig, Vice President

Cheyenne Aney, Library Director

Frank Mendl, School Board President

The regular meeting of the Little Falls Public Library Board of Trustees was held in person on January 17, 2023. The meeting was called to order by C. Szymanski at 3:41 pm, and followed the annual board meeting.

On a motion made by J.Carrig and seconded by R. Renzulli, the minutes of the December meeting were unanimously accepted with the change to M. Power's title from trustee to trustee elect.

Committee Reports:

Financial Report: As of December 31st, the appeal letter had generated \$10,181. C. Aney noted that 79 donations had been made towards the library and they totaled \$15,127.64. J. Carrig stressed again the need for patron emails and asked about having them listed on their patron record. She stated that we should be collecting email addresses for any patron who attends an event at the library whether it be an art show, a presentation, or a class. These can be used for future donation requests. The board noted their appreciation to C. Aney for her efforts on the appeal campaign.

The operating account started December with a balance of \$127,116 and finished with \$94,943, which was a loss of \$20,839. During this time, Upstate Temperature was paid \$19,760 to cover the old invoice for the HVAC upgrade. The NYS construction grant check was expected in December and had not come in yet but the invoice could not wait any longer. So, this payment turned the month upside down. If not for the timing, we would have had a breakeven month or better. The grant check arrived in January.

In order to separate the GL Smith Trust "required annual distribution" from our ordinary income, a new account to "other income" called "non-operating income" was added. This account has a sub-account called 'Annual GL Smith Distribution. This clarifies and cleans up our "net ordinary income" (actual profit/loss), provides better visibility, and shows why this cash is not in our annual operating budget.

Money from the Adirondack Savings Account will move to Morgan Stanley. This will include donations from the appeal letter.

The Board congratulated C. Aney on the recent completion of her MLIS.

Librarian's Report: C. Aney has set up an ipad for the circulation desk with the program called, The Square. It is to be used for fines, donations, etc.

The Toddler Time program will restart April 5th. A. La Pluma would like to keep her classes at 10 and 11 am but needs to have access to the library at 9 am for set up. We recently changed our opening time to 10 am. It was suggested that A. La Pluma be given a key to the back door so she can access the community room at 9 am. The Board agreed to this suggestion.

We recently received the Empire Pass. It gives admission to one vehicle to most NYS parks. C. Aney will make a brochure to go with it. It will have a one week loan period and can be checked out to adult patrons only. There will be an \$80 cost if the pass is lost. If we keep it until next year when it gets renewed, we will get a discounted renewal rate.

C. Aney mentioned that she was contacted by the Herkimer Pride group about the library hosting a drag queen story time. R. Renzulli asked if this was for children or adults and C. Aney replied that it was for families and children. The group wants to break the ice and show the county that this is a possible thing to do without harming children. Since the library is a place for all people to attend and feel welcome, the board felt that it should be allowed as it supports our mission of inclusivity.

Mid York is in contact with Mr. Ronan from EMS Global and is working on getting an AED into the Mid York System. Training would be provided for all staff.

C. Aney has made an effort to target teen participation in the library. Recently a teen art class was started and now she is looking at starting a teen advisory board (TAB). The TAB would advise on book buying, help with teen programs, and collaborate on the use of teen space. Being a member of TAB can count as community service hours for them or a resume builder.

Building and Grounds Report: There was a discussion about the Upstate Temperature bills including a \$1600 charge from November 3rd. After some discussion, it was determined the November invoice was for service on October 25 which included

a valve replacement. C. Syzmanski said he will email the company for clarification on the bill.

The automatic door opener is working again. The battery has been replaced. F. Mendl will attempt to rewire the diamond display case as it smokes when turned on.

Grant Report: J.Regan reported that M. Regan has applied to the local Elks Lodge 42 and the National Elks Lodge for a grant to support our Storytime Program run by A. La Pluma. He was successful, so we will be receiving \$4000 to continue funding this program.

J. Carrig has completed the final report for the heater update. This started a discussion on the temperature in the back room and how even with improvements it continues to be cold. J. Regan suggested approaching Lowes for a grant or a space heater donation.

J.Carrig will begin the report for the previous NYS Construction Grant as the check has been received.

We are currently not available for the Central New York Arts grant until we submit an outstanding report from 2021. Since this was under the last Director and we are unclear about her use of this grant, we need to do some research on it. M. Powers said he will look into it to see what the money was used for. Future money for this grant is slated for the Au Plein Air program which we hope to have for teens and adults.

Discussion regarding the elevator was had. C. Syzmanski suggested we wait until we receive the plan from the State of NY and then look at architects to help with the design. We can use our DRI allocation as the match.

New Business: The letter for the tax levy is due March 1st. C. Szymanski will prepare it for the next meeting.

Mid York is promoting strategic planning for the facility. J.Carrig suggested we do a full review and take a look at programs, technology and the building.

J.Carrig stated that a lot of grants are looking for a diversity statement. In the past, she has used our mission statement but suggests we create a separate diversity statement.

A reminder was given to the board that each member needs to complete trustee classes and that two hours are required.

R. Renzulli asked if there have been any complaints about the new reduced hours; C. Aney replied that there hadn't.

The next meeting is scheduled for February 21, 2023, at 3:30 pm.

On a motion made by C. Szymanski, seconded by J. Regan, and unanimously approved, the board adjourned at 4:28 pm.

Respectfully submitted,