

Board Meeting- Carthage Free Library

November 17, 2021

6:00 pm

Carthage, NY

Meeting called by: Carthage Library Board of Trustees **Type of meeting:** Monthly Meeting
Facilitator: Bridget Fetterly **Note taker:** Lisa Trembley
Timekeeper: Lisa Trembley
Attendees: Dotty Woodworth, Bridget Fetterly, Darby Tarr, Jamie Peck, Tammy Blunden, Lisa Trembley, Mark Hill, Christina Bamberg
Absent: Robert Sligar, Nusrat Hafeez, Becky Heagle
Called to Order: 6:08 pm by Bridget Fetterly

Minutes

Agenda item: Treasurer's Report **Presenter:** Mark Hill

Discussion: Balance Sheet: School money received in October. We are ~\$13,000 up from last year on investments, and up \$34,000 in equity from last year.

Profit & Loss: We are ~\$45K under budget and have \$33.3K net income.

Budget: Mark suggests possibly budgeting for and requesting a \$2,000 increase from Carthage Central School due to a projected loss of \$32,000 for 2022 budget year. The \$2,000 from Carthage Central School would be under tax-cap, and the school is well positioned, financially. Final budget for 2022 won't be voted on by trustees until January. Mark will add \$2000 from school in budget proposal to be voted on by trustees in January.

Serena has rescinded her salary increase request, so the position at \$16/hr in the budget will be removed from final budget by Mark. The fundraising/social media specialist position is not a position that is sustainable, and should ultimately stem from the Friends group. Serena has other aspirations for her position.

Motion: Approve Treasurer's Report made by: Lisa/Seconded by Darby

All in favor to approve Treasurer's Report

Action items	Person responsible	Deadline
✓ Next report next month	Mark Hill	Monthly meeting

Agenda item: Secretary's Report **Presenter:** Lisa Trembley

Discussion:

Lisa emailed the September meeting minutes to trustees. Becky took minutes in Lisa's absence for the October meeting and emailed those minutes to the trustees. Nobody had any additions or correction suggestion to either month's minutes.

Conclusions:

No objections or questions to secretary's report currently.

Action items	Person responsible	Deadline
✓ Minutes to be sent to members ASAP after meeting.	Lisa Trembley	Monthly meeting.

Agenda item: Technology Assistant Position

Presenter: Christina Bamberg

Discussion:

The technology assistant recently hired, Brandon, was not a good fit and was terminated by Christina on November 13, 2021. There is a new program upcoming that may make it unnecessary to hire a technology assistant at this time. The new program will be funded by OATS and focus on the digital divide, especially with seniors. Technology components would convey with the instructor who would be trained to facilitate classes for seniors at the library. More information is forthcoming, and Christina will present it to the Board when information is available.

Staff have been assisting Patrons with their devices and technology questions throughout the time the library has been without a dedicated technology assistant. Even when a technology assistant is on staff, there are times the Patrons come in and need assistance with devices, etc., where staff must help, and they will continue to assist Patrons as needed.

Jamie would like to see the technology position continue, feels it would not hurt to advertise the position and if anyone applies that is qualified and a good fit for the library could be hired for the position. Additionally, if the training position opens, that person could go to that program as well. Considering the money is in the budget already for a technology assistant position would not want to lose that position from the budget, as it would be harder to replace an eliminated position. – Other trustees in agreement with this statement.

Tammy- her mother-in-law really liked the ability to make an appointment to learn specific tasks with the technology assistant one-on-one. This is a stand-out service for our Patrons and one we should keep.

Christina- it was hit and miss with technology assistant. Many times, Patrons drop in with their device(s) and all the staff have stepped up to help Patrons with their technology concerns/questions.

Conclusions:

Will advertise for a technology assistant position if the OATS program will be a long while off and will see if we get any qualified applicants. If we do, will interview with hiring committee.

Agenda item: Sign Update

Presenter: Bridget Fetterly

Discussion:

The sign has been installed and looks great. The grant extension is in for the sign, approved through next summer. Christina is currently attempting to get 3 quotes for masons and landscaping for the bottom of the sign. Once quotes are received, will present to the board for consideration.

Conclusions:

Await quotes for landscaping/masonry for sign.

Action items	Person responsible	Deadline
✓ Obtain quotes for sign work	Christina Bamberg	Ongoing

Motion to Adjourn meeting: – all in favor at 7:13pm

Agenda item: Lift

Presenter: Bridget Fetterly

Discussion:

The lift has been non-operational for about 2 ½ months. A technician came out, discovered a part was needed, and had to be ordered, because the local technician couldn't get the part. That technician informed library staff that the doors to the lift are obsolete, that the locking mechanism is not up to code and has to be replaced or the doors must be replaced to get to code. Another technician came out, was in the library briefly, but the power was out. The breaker was in the "on" position, but there was no power to the lift, and when the breaker was in the "off" position there was power to the lift. This is a known fault that can arc and actually cause the door to the lift to weld itself shut. Arcing is a concern in a library as well because everything in the building is made of paper and is, therefore, flammable.

Christina has made 4 calls to the lift company without an answer received. Linda (former library director) does not recall who we purchased lift from. Darby mentioned consulting the architects for the build-out, she was on the board at the time and recalls they chose the lift. Darby and Jamie also recall the power board to the lift was faulty prior, required repair, and now it seems this is the same problem, which should be looked into.

Our Americans with Disabilities Act (ADA) consultant, Mark Curtis, with NRCIL (Northern Regional Center for Independent Living) is particularly concerned with the lift in the event of fire egress. He is researching places to call from an ADA standpoint regarding the lift and will provide them in his upcoming report he is preparing for our ADA audit.

Conclusions:

Board approved payment for 2 invoices for lift, totaling ~\$830 for lift to get it operable while researching what else needs to be done for the lift.

Action items	Person responsible	Deadline
✓ Pay invoices, await further reports	Christina Bamberg	Ongoing

Motion to Adjourn meeting: – all in favor at 7:13pm

Agenda item: Tree Removal	Presenter: Bridget Fetterly
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Discussion:

We have a tree touching our roof, it's fast growing and not a strong tree. This combination could be problematic. Of concern, the branch could grow into the roof, or damage the lead glass windows or the decorative part of the building.

Conclusions:

Christina will obtain quotes for tree removal, at least the problematic branch that is touching the roof. Bridget will get zoning officer's input on who owns the tree and has responsibility to remove or trim it.

Action items	Person responsible	Deadline
✓ Obtain quotes for sign work	Christina Bamberg	Ongoing

Motion to Adjourn meeting: by Lisa, seconded by Dotty – all in favor at 7:36pm

Other Information

Observers:

None.

Special notes: Library Holiday Party will be December 17th at 6 pm. Trustees please come, bring your significant others, we will social distance throughout the library, staff would enjoy the company from the board. It will be catered by City Dogz.

Next meeting scheduled for December 15, 2021, at 6 pm.