



# Jordanville Public Library



## Jordanville Public Library Board of Trustee Agenda for November 13, 2018 6:30pm

All BOT in attendance and Library Director

- I. CALL TO ORDER: 6:43 PM
- I.A. GUEST - Grant Writer Teresa Stothers
  - As of last BOT meeting, waiting to hear from BOT re:matching funds
  - Decision made to match the grant 3-5K? - yes
  - Grant writer will take 3pg questionnaire - most of which has been written
  - Less than 10 hours - \$15/hour \$150 max needed to complete the next piece
  - Motion 1st BO 2nd JS Motion passes unanimous
    - Submit 3K from Memorial Fund to contribute to the Community Foundation matching
  - Anna Mabey Grant Application - hot spots funding - due in mid-January - Fund technology and programming - not staff - need to have idea by December \$4800 last year
  - Less than 5 hours- \$15/hour
  - Golub Foundation/Price Chopper - no grant writing charges - summer program funds - literacy funds \$500 last year
  - Stewarts funding - online application - previous library director - Melinda will take over - \$400 last year
  - Walmart - last year \$575
  - Otis grant - decline not in our jurisdiction
  - Grant Calendar needed - Teresa S. working on one spreadsheet.
  - Teresa will send copies of all of the grants to JS virtually.
  - Looking for STEAM related funding.
- II. DIRECTOR'S REPORT
  - a. Director's Report - submitted
  - b. BOT supports half day training Dec 1st for MS and CS
  - c. Hot spots and Chromebooks are not organized well - CS will organize
  - d. Hours -
    - i. ODY snow emergencies closed
    - ii. National Holidays closed
    - iii. Hours
      1. Patron usage is not consistent - 256 patrons (not unique)
      2. No "busy" day or time

3. 20 hour minimum requirement
  4. MWF - 3-7; Sun & TH - CLOSED; T & Sat - 9-1 (plus 3 flex hours as needed) - effective Dec 1st
  - e. Narcan training
  - f. Sexual Harassment training - by Oct 2019 all must complete
  - g. Historical documents and art work cataloged and preservation
  - h. Lock box?
  - i. Book club kits with health wellness focus - apply for a kit - Melinda will ask more about this initiative
  - j. Library passport to visit all of the libraries in the system
  - k. Fleece jackets - order availability
- III. REVIEW AND APPROVE October's 9, 2018 minutes and correspondence
- a. distributed digitally 11.13.2018
  - b. table approval until Dec
- IV. REVIEW AND APPROVE November 7, 2018 special meeting - Housekeeping
- a. distributed digitally 11.13.2018
  - b. table approval until Dec
- IV. CORRESPONDENCE
- a. no report
- V. OLD BUSINESS
1. Current patron hours and usage data (see above)
  2. Snow removal with insurance or without
    - a. TH will get a quote/rate re: worker's comp
    - b. Description for snow shoveling duties
      - i. "2 inches or greater" and pretreat needs to be done too
      - ii. front walkway, steps, access ramp, and sidewalk
      - iii. Bucket of salt will be moved to back (need to estimate)
      - iv. No shoveling on days the Library is closed
    - c. Rate for snow shoveling
      - i. \$25 per shovel or pretreatment
    - d. Interim - position - must advertise the position - Library Director will organize the job postings (web page, MidYork, Library flyer)
  3. Lock box with spare key - yes
  4. Window cleaning -
    - a. table this item to spring
  5. Copier – wireless setup
    - a. secured and set up
- VI. NEW BUSINESS
- a. Library hours/schedule needed to submit to MidYork for their calendar
  - b. Agenda with supporting materials and minutes the week before

VII. VOUCHERS & TREASURER'S REPORT

1. Previous meeting - Trustee Hula to review and sign
2. Now vouchers reviewed and approved by all
3. Operating budget review
4. \$9492.43 memorial account
5. \$103.31 petty cash
6. \$(-400.98) operating account - (pending checks being sent)

VII. DETERMINE NEXT MEETING

- a. Dec 4, 2018 @ 6:30pm

VIII. Adjournment - 9:20

- a. 1st BO 2nd JS

Respectfully submitted, JSnyder