

Jordanville Public Library

Trustees Meeting

Minutes

December 1, 2020

- The meeting was *called to order* at 6:38 by Lisa Wilber.
- In *attendance* was: Lisa Wilber, Glenn Armstrong, Garry Aney, George Mower, Melinda Supp and attending by remote connection was Debra Bronner.
- A *special* update on the Robinson/Roosevelt Construction project was given by Glenn Armstrong. The Sub-frame of the ADA ramp is nearly complete and will be inspected by the code's officer before we move onto the next stage. That stage is putting down the decking which should not take very long to do. After that a more complicated stage of installing the balusters will take place. In the spring the runout concrete area will be poured and the structure painted.
- The *Director's report* was read by Melinda Supp. Focus was on the "New Minimum Standards" for libraries. Questions were raised as to what JPL needs to do to meet these standards. It was agreed that the "Policies" book should be reviewed which George Mower has volunteered to do with the assistance of the library manager who can update the circulation procedures. The "Policies" should then be digitized. It was felt that JPL already meets the additional standards listed.
The Director's report also contained technology updated with recommendations. Questions were asked in regards to "The Friends of the Jordanville Public Library" group legally forming and acquiring their Tax I.D. number. Melinda relayed the information and email updates that had been sent to her. The board agreed to send a letter to the "Friends of JPL" containing a completion timeframe and denial of the group being able to utilize the use of the Library's Tax I.D. number. They must form as a separate entity.
- Under *Correspondence*; Lisa has written three letters of appreciation for the Bequest made in Mildred Hubiek's will of a generous donation to JPL.
Melinda and Garry need to jointly respond to the various magazine subscription renewals that were received this month.
NYSIF has sent notice of a credit for purchasing PPE during the Covid 19 pandemic. Melinda will look into applying for the credit.
Fidelity Investments has sent a "resolution form" to be signed, notarized and filed in order to update the investment account information. Garry will work on completing the form and submitting it. A motion was made by George Mower, seconded by Garry Aney and passed unanimously that "Be it resolved that the signatures of the President of the Board of Trustees, Lisa Wilber and of the Treasurer of the Board of Trustees, Garry Aney

as “Officers” of the board in conjunction with the third signature requirement of a “Non-Officer” being that of Debra Bronner be designated as the official signers of the Fidelity Investment Account Resolution Document for the purpose of maintaining authority over the account.

In regards to *old business*; a motion was made by Debra Bronner, seconded by Lisa Wilber and passed unanimously to purchase a new circulation desk computer through Mid-York.

The issue regarding a tree overhanging the library’s roof has been resolved by Rich Young and Carrie Bronson who voluntarily pruned the tree. A motion was made by George Mower, seconded by Garry Aney and passed unanimously to purchase a gift card in the amount of \$50 from “Stewarts Shops” to give to Rich and Carrie in appreciation for their service.

Plans for the Memorial Garden are being tabled until the completion of the ADA Ramp. The proceeds from the Election Night Dinner have not yet been totaled.

The contact person for the ODY Yearbook is Jen Bragis and a \$55.00 ad is the smallest size available. Lisa will place it.

Lisa requests information from Melinda and Glenn regarding the grant awards received this year and volunteers who helped the library for the purpose of listing them in a holiday letter to send out to patrons.

- Treasury Report: The November report is pending the completion of the Payroll of which the paystubs have not yet been received from the accountant. Another \$5,000 is being transferred from the Money Market account to the Robinson/Roosevelt account to cover expenses incurred in the past three weeks. Petty cash had \$284.91 in it and Garry is removing \$110 of that to deposit in the business account.

Current account balances are:

Robinson/Roosevelt - \$2,279.83, Money Market- \$11, 254.91, ADK Memorial Fund - \$21,889, ADK Business Acct.- \$2,922.37.

Vouchers for the Robinson/Roosevelt account include: Little Falls Lumber- \$584.25, Bobnick Enterprises - \$2,000, Heather Bruno Sears (balance owed) - \$1,875, Glenn Armstrong (reimbursement) - \$512.

Vouchers for Business Acct. – NYSEG - \$46.81, Spectrum - \$48.51, Broedel Fuels - \$280.18 (includes service and fuel delivery), T-Mobile - \$208.09.

- The next meeting will be January 5, 2021 at 6:30 PM.
- Motion to adjourn was made by George Mower, seconded by Garry Aney and unanimously passed.
- Adjournment was at 8:39 PM.