

Minutes

Feb.2,2021

- *Call to order:* 6:33 PM by Lisa Wilber
- *In Attendance:* Lisa Wilber, Garry Aney, Melinda Supp
Virtual Attendance: George Mower, Barbara Poore, Debra Bronner
- *Minutes:* Motion to pass the minutes of the Jan. 5, 2021 meeting was made by George Mower, seconded by Garry Aney and passed as read.
- The *Director's Report* was presented by Melinda Supp without further discussion.
- *Correspondence:*
Lisa presented –The Family Leave Act – we need to keep waivers on file.
 - Thank you note to New Woodstock Library for their donations of library furniture will be written by Lisa.
 - Russell Hunt sent a Thank You card to JPL staff & friends for the dish garden arrangement JPL sent in sympathy for his loss.
 - The State Education Department sent official notice that the Board of Regents voted to approve JPL's Charter update application.
 - Garry has received the voucher from ODY school district for annual funds.
 - Lisa needs to notify the school district of Board members/seats up for election this term.
 - Ferguson Fuel sent a "Fuel Card". It does not apply to our needs.
 - Renewal notice from NYLA for membership. Melinda needs to contact NYLA or MYLS to determine JPL Trustee's membership status.
 - Fidelity: We followed all directions for updating the account electronically but it wasn't accepted and now Garry has sent the forms in the mail to them. Marlys Pronko's information must be updated and then the forms to sign over the account to Garry and Lisa's names will be processed.
- *Old Business:*
 - *Operating hours:* Motion was made by George Mower, seconded by Barbara Poore to eliminate having different hours for Summer months then for Winter months. JPL will have the minimum standard of 20 weekly operating hours. Those being: Mon., Wed., Fri., from 3:00-7:00 PM, Tue. & Thu from 900AM-1:00PM.
 - *By-Laws & Policies:* The motion was made by George Mower and seconded by Debra Bronner and passed unanimously to approve the By-Laws and Policies Revisions as written by Melinda Supp.

- Melinda should contact Upstate Unlimited regarding widening of doorway and Codes officer regarding Certificate of Occupancy.
- MYLS states that our Charter should serve as our “Incorporation Papers” for business purposes.
- 2021 Budget – The motion was made by Debra Bronner and seconded by George Mower to again ask for a 1.9% tax increase on the district’s annual budget vote.
- Lisa requests that we collaborate our Summer Reading Program with the ODY School District’s Book Fair. Melinda is also trying to arrange for collaboration of SRP with local 4-H groups.

- *Treasurer’s Report:*

-The School District’s check for 29,490. Has been received and deposited into the Bank of Utica account.

- Are reimbursement check was received from the NYS Insurance fund for \$7.44.

ADK Operating Acct: \$250.98	Money Market Acct: \$33,754.45
ADK Memorial Acct: \$21,894.83	Robinson/Roosevelt: \$484.38
Petty Cash: \$131.62	

Vouchers:

Payroll- C.Sturcke - \$365.36, R. Hunt - \$148.42
M. Supp - \$846.77 + \$120.96 (mileage)

Broadart Fuel - \$403.70, MYLS - \$828.72 , Sterling Ins. \$2,313.04 (year),
Spectrum - \$49.11, NYSEG -\$46.90, Workers Comp - \$689.73,

Accountant: ADP \$229.75 Tax \$12.89, Processiong \$100.00

Magazine Renewals: Grit (17), Mother Earth (18.95) and Victoria (11.98) = \$35.95

- *Motion to adjourn* was made by George Mower, seconded by Barbara Poore and passed at 8:12 PM.
- *Next Meeting:* Mar. 2, 2021 at 6:30 PM