

Jordanville Public Library

Board of Trustees

Meeting Minutes

Nov. 10, 2020

Call to order was at 6:31 PM by Lisa Wilber.

Attendance: Lisa Wilber, Glenn Armstrong, George Mower, Garry Aney, Melinda Supp,

Attending by remote connection: Debra Bronner, Barbara Poore

Special; Glenn Armstrong gave an update on the construction progress. The plans for the ADA Ramp were reviewed and approved by the Engineer K. Roberts and a building permit was obtained. The Concrete pillars have been set into place according to code and are now ready for the framing and decking to be built on top of them. There is a projected project cost increase of \$4,000-\$5,000. Materials are being purchased and delivered as needed due to limited storage availability.

The Director's Report was read by Melinda Supp. Clarifications were made regarding the current status of the Furnace Repair and the presence of a tree overhanging the roof and chimney of the library. An update on the status of the Muralist contracted to repair the ceiling mural and plaster damage was given as the work is currently being performed.

Minutes: Motion was made by George Mower, seconded by Garry Aney and passed unanimously to approve the minutes of the October 6, 2020 meeting pending the amendment of a spelling change. The name Hubiak is to be changed from Hubiek.

Correspondence: Lisa Wilber has drafted "Thank You" letters to the Co-Executor of the estate of Mildred Hubiak and also for the donation made in memory of John Parker. The letters will be ready for members of the Board to sign at the December meeting. A card and gift of thanks for her service will also be ready at that time to present to Diane Thomas, former library aid.

Garry Aney, having received a renewal notice, inquired if the library should once again present a gift subscription of "Consumer Reports magazine

The library received a letter from the Labor Dept. regarding the completion of an "Online" survey to update the library's information in their records. Melinda could not gain access to the

survey due to password limitations. Garry and Melinda will work together to complete the survey.

Old Business: Lisa Wilber has planted 200 bulbs and several shrubs around the exterior perimeter of the library. These will be ready for transplanting into the new Memorial Garden that will be built in the spring of 2021.

Lisa Wilber expressed her admiration and appreciation to Garry Aney, for his organizational skills and for the work performed by volunteers in hosting the "Election Day Dinner" held at the Jordanville Federated Church whom dedicates money from the profits to the library.

New Business:

A motion was made by George Mower, seconded by Debra Bronner and passed to approve hiring Rich Young to prune the tree overhanging the library if he is available to do so for \$200. or less pending inquiries made regarding insurance, liability and ownership made by the library Manager.

A motion was made by George Mower, seconded by Barbara Poore and passed to purchase a \$25 advertisement in the Owen D. Young Central School yearbook.

Melinda will gather information to share with the Trustees regarding the purchase of a new Book Drop to be installed near end of the new ADA Ramp at the time the concrete is poured for the Ramp's landing area in the spring. The goal is to purchase the Book Drop in time to install the mounting hardware at the same time the landing area concrete is poured.

Treasurer's Report and Vouchers:

\$8,500 has been transferred from the Memorial Fund to the Robinson/Roosevelt Account to cover construction costs and another \$3,000 or more is anticipated to require transfer in order to complete the Capital Campaign Project.

Deposits of checks from the Town of Warren of \$4,000 and LLSA of \$994.04 will be made tomorrow, Nov. 11, 2020.

Vouchers: Little Falls Lumber-\$988.60, Curtis Lumber - \$1,740.86, Muralist \$1,875 (50% deposit), NYSEG - \$48.81, Spectrum - \$48.35, Ferguson Fuel - \$420.65 (repairs) & \$154.99 (service contract), T-Mobile- \$290.00, Waterville Library - \$30 (book purchases), Sterling Insurance - \$330.15, MYLS -\$184.87 (books, DVDs, processing, toner). Christopher Sturcke -- \$432.25, Melinda Supp - \$870.17, Russell Hunt - \$143.05, ADP - \$100 & \$333.91.

Balances: ADK operating fund: \$3,498.77, Memorial Fund \$26,889.00, Money Market- \$11,254.91, Robinson/Roosevelt Acct.-\$2,251.08. Last month's petty cash: \$149.57, Last month's Fidelity statement- \$41,773.08.

Next meeting: December 1, 2020 at 6:30 PM

Motion to adjourn made by George Mower, seconded by Barbara Poore, passed at the time of 8:10 PM