

Jordanville Public Library

Board of Trustees

Meeting Minutes

Jan. 5, 2021

The meeting was **called to order** at 6:32 PM by Lisa Wilber.

In **attendance** were: Lisa Wilber, Garry Aney and Melinda Supp and by remote connection were Barbara Poore, Deb Bronner and George Mower

- A motion to approve the **Minutes** from the Dec. 1, 2020 meeting with the following amendment; “Change spelling of Hubiek to Hubiak” was made by Debra Bronner, Seconded by George Mower and approved unanimously.
- The **Director’s Report** was read by Melinda Supp. Debra Bronner presented an inquiry as to thanking volunteers and it was addressed as part of “Old Business” as being presented in a Newsletter of which the draft has been written and will be sent to each for Board member for edits and additions.

Correspondence:

- Garry Aney has been attempting to respond to a form sent from Fidelity Puritan regarding Resolution of our account. He is engaging the assistance of Marlys Pronko (former Treasurer) to respond to the company.
- Melinda Supp has submitted a grant application to the Anna L. Mabey Foundation requesting \$4,800 to cover the costs of the “Hotspot” Lending Program for 2021.
- A survey was received from the Arbor Day Foundation requesting a donation. The board agreed not to respond to it.
- Garry Aney shared a greeting card from former Board members Stephanie and Joe Perkins in which they sent a \$100 donation.

Old Business:

- The Friend’s of the Jordanville Library, LLC have received their official incorporation certificate, their EIN number, closed the former conflicting bank account, opened a new one and are now a separate entity from the Library.
- Lisa Wilber is submitting the ad for the Owen D. Young Central School Yearbook for a cost of \$55.
- A draft of the annual Newsletter (see above) has been crafted and will go to board members for editing.
- In addressing the new Minimum Standards for Libraries effective Jan. 1, 2021; Melinda has reviewed the By-Laws, policies and Procedures and presented update and revision

suggestions. The Board considered them to be appropriate and requested that she write up the revised policies to be presented at the next Board meeting for an official adoption vote.

New Business:

- Employee Performance Reviews. The Board agreed that Melinda Supp, Library Manager should review the performance of the staff she supervises. Reviews should be scheduled for Jan. 28th or 29th and at least one board member will attend. Melinda will send out the Performance Review Forms to the Board Members who will conduct her review at the Feb. 2, 2021 meeting.
- The Board also requested that Melinda reach out to Senator Oberacker's office for funding support as well as local Assemblyman Brian Miller's.
- Other possibilities for fund raising in 2021 were discussed and will be researched.

Treasurer's Report:

- Deposited into Business Account: \$100 donation from S. & J. Perkins, Dividend of \$156.96, \$725 being JPL's half of the proceeds from the election night dinner and \$2,000 transferred from the Money Market Account.
- Bank Statements for this month have not yet been received however the last reported balances are: Business Account: \$1,607.69, Memorial Account: \$21,892.04, Money Market \$9,259.68, Robinson/Roosevelt Account: \$484.38, Petty Cash: \$159.62.
- Waiting to receive a voucher from the school for allocation amount for determination of magazine subscription renewals.
- Of the \$110 taken out of Petty Cash last month; \$50 was used to purchase a gift card to cover Mr. Young's cost of gas for tree pruning and \$60 was deposited into the checking account.

Vouchers:

November ADP:

December ADP: \$343.19

MYLS: \$96.58

CNA Surety: \$250, NYSEG: \$46.90, Sterling Ins.: \$334.15 (would like to pay off the \$2,000 next month), T-Mobile \$200.90

Payroll: C. Sturcke - \$301.79, R.Hunt - \$176.27, M.Supp - \$965.29 (wages and supplies)

Next Meeting: Feb. 2, 2021 at 6:30 PM

Motion to Adjourn was made by Debra Bronner, seconded by George Mower and passed. Time: 8:05PM

