

Arkport Public Library Meeting

August 8, 2024

Meeting called to order at 6:10 by President Patty Amidon.

Pledge to the flag recited.

Present: Carol Burns, Joanne Bisson, Marge Wagner, Patty Amidon, Terry Pullman

Motion by Joanne and seconded by Marge to accept July 2024 minutes with corrections.

**Old business:**

IPAD is all cleaned up and ready for use by a new Director

Password should be left at the Library in a place available to the Director and Trustees.

Should be in a file cabinet. A cleaning of the present files then a new one purchased when needed. Folder taped under the desk will work until a more secure place is ready. STLS will have them as well.

New Director position listed. No results yet from STLS. Patty will put it out on Face Book. Terry will contact The Alfred Sun to publish free an ad for the position. Discussion followed with suggestions to contact other directors for this part time position.

Pick up chairs and tables at Terry's from Summerfest. She has been able to take the books to Geneseo that didn't sell. \$675.40 income was realized from the sale.

Monthly reports are being sent from STLS. Discussed hours available with Joanne. She will make a decision how many hours she would like to work. Hours Library to be open Tuesday, Wednesday, Thursday 10-3 and Friday 10-6 starting August 20.

Printer and copier both need ink Xerox and Brother will set up both machines for available use.

Patty to speak to Beau about keeping the Microsoft form of Library visitors.

She will be leaving next week. A note commending her for time here during our transition.

Chairs that were given to the Library will be stored at the new home of the Canistota Historical Society for use by both organizations.

DEI grants submitted \$500.00 for seeds and \$500.00 for diversity received and used.

Reports need to be made to STLS. Patty will finish this with the help of the Grant manager.

Discussion: Sam Warren's Trail walk was updated to Sunday.

**New Business:**

Need a new Website, as soon as a new Director is hired.

Construction documents signed and sent to Brian and a copy was returned with his signature and filed with Terry.

STLS, ARC grant for information was considered. Needs for office and program supplies would be in the next grant. Not enough information to make a good decision at this time.

State Department of Education sent a final expenditure for project. Needs to be filed.

Fiber Internet for STLS signed document-needs filing.

A motion was made by Marge and Seconded by Joanne to accept the Purchasing Policy with the addition of paragraph "Items that are not covered by the current year's budget ". All approved.

Set the dated of Monday September 9<sup>th</sup> at 9 am to come to the Library to clean out and organize files and supplies.

Need to be purchasing books. Still need an update on the combination to order through STLS. Terry suggested ordering by landline or from Amazon.

We need to look over questions for interviewing for a new Director position and add anything that needs to be covered.

Each of us to make an appointment with Beau or Joanne to learn how to use the computer  
The little window light should be left on each night.

**Treasure's Report:** Book sale was \$675.40, \$6,380.00 for construction. Balance \$38,422.13. Report is attached. Motion by Carol and seconded by Marge to accept the report.

No Public comment:

Next Board meeting September 12, 2024. at 6 pm. At the Library.

Motion made by Terry and seconded by Marge to adjourn at 8:08.  
Respectfully submitted: Carol Burns