

Arkport Public Library

Minutes of February 10, 2022

The meeting was called to order by President Patty Amidon at 6:05 pm at the library. Pledge to the flag.
Members Present: Cathy Smith, Director, Patty Amidon, Joanne Bisson, Marge Wagner, Terry Pullman.

Old Business

Minutes: There were no corrections or additions to the minutes. Motion to approve by Marge, Second by Patty, all in favor.

Purchase of Building: Patty has begun work with Jennifer Donlon, Hornell lawyer, to arrange for the purchase of the library building from the Village of Arkport. Information on the lot boundaries, septic, etc. is needed, and Patty will contact Patty Lupo the Village Treasurer, to ask for that information to be provided. If the paperwork is simple, the cost will be \$100. More complex work will raise the cost to \$500.

Personnel policy, Joanne reported that Hornell Public Library was hoping we could work together on these policies, and they did not have anything to share with us at this point. We have asked Joanne and Cathy to let us know if there are points they want to be sure are addressed.

New Business

Cathy provided the director's report for the month. STLS sent an IT gentleman on 1/26 to evaluate our equipment and provide WiFi to the building. The WiFi password is arkportlibrary. The patron computer was not working well, and the IT person took it back to STLS to have it serviced. It is still under warranty, and it was expected to be returned by mid-February.

Terry presented the treasurer's report. It was a quiet month with no income and just \$309.89 in withdrawals for utilities, water, phone, and supplies. Motion by Marge and second y Joanne to accept the report, all in favor.

The annual report is due to STLS by month's end. Only one person may be on the website for entry or the data may erase itself. Terry agreed to start the work on data entry and will call on Cathy and Patty for assistance as needed. Patty will create an Excel document totaling the data Cathy has provided in her monthly reports, and Cathy suggested STLS might allow Mandy to provide information.

There was no new action on the purchase of the building. The resolution by the Village received by email to Patty is expected was filed with the charter paperwork in the library by Cathy.

Board meeting dates, times, and minutes need to be posted for the public. This will be done beginning this month.

A trustee seminar stressed the importance of having a mission statement and strategic plan as a way to show our taxpayer base what they can expect their tax support to provide. Board members agreed to look at library web sites to steer us in the right direction.

The board reviewed three library policies for approval. Challenge to library materials was approved with a motion by Terry and second by Marge, all in favor. Request for Reconsideration of Library Materials was approved with a motion by Joanne and second by Patty, all in favor. Approval for budget increase on the school ballot in May 2022 from \$35,783 to \$36,572 (an increase of \$789) was approved with a motion by Joanne and second by Marge, all in favor. The motion was also made by Terry and seconded by Marge to re-elect trustees Carol Burns, whose term expired during the pandemic on 12/31/21 and Patty Amidon, who term will expire on 12/31/22, all in favor.

Trustee access to Arkport Public Library email and to the Arkport System Aid Help Desk in order that library business may be kept off private email accounts and that trustees are able to access the system aid if necessary. Prior access was only to the director.

Newsletter production has talled, and we re in agreement that putting information out on the Facebook page will be adequate for the present. Facebook yielded impressive turnout for the distribution of rapid Covid tests and masks and days that we closed due to weather.

It was noted that we need to have a web page where news, policies, and general information may be accessed. The STLS page uses our Facebook page as our only web page, and we agreed to make it a part of our strategic plan to create better access.

Our next board meeting is schedule for Thursday, March 10th, at 6 pm in the library. (There is a possibility of not having a quorum, in which case we will postpone until April 14 and repost these minutes with the correction.) Motion to adjourn by Marge with a second by Joanne at 7:40. Approved.