

**Depauville Free Library  
Board Meeting Minutes  
Tuesday, April 4, 2017**

Meeting was opened at 10:30 a.m.

Attendance: Karen Lago, Linda Brewer, Deb Rantanen, Tresa Forkey, Jan Larrow, Phil Pond, Gail Egeressy, Amber Forkey, Shannon Martinez and Suzzi Poventud.

Reading of the March minutes. Corrections made for two dates: Regi Carpenter's writer's workshop should be July 25 and the next Board meeting date should be April 4. Approved with corrections by Jan and seconded by Linda

**Board Elections:**

The following slate of officers was unanimously approved:

Tresa Forkey, President

Jan Larrow, Vice President

Deb Rantanen, Secretary

Linda Brewer, Treasurer

The election of new board members and an alternate was tabled until the May meeting to give the nominees time to decide who would like to be the alternate.

**Treasurer's Report:** Bank Balance 4/1: \$53,699.88

Major Expenses (excluding salaries): \$863 for D&O Insurance

Income: \$62 (Frog Nature Talk), \$528.07 (first half of Jefferson County funding), \$500 (Stewarts Shops Match for RR), \$80 (Climate Change Nature Talk)

Karen noted that Anita's new rate of \$12/hour became effective on her anniversary date of 2/9/17.

Report approved by Jan and seconded by Gail.

**New Policies and Edits to Existing Policies:**

Internet Safety Policy – unanimously approved after clarification that Karen has the ability to override any filters. Also clarified was that in the phrase "Access to Inappropriate Material," "inappropriate" refers to pornographic images. A notice was published in the March 29<sup>th</sup> edition of the "TI Sun" that this policy would be discussed and public comments taken at today's Board meeting. No one from the public commented or attended.

Continuing Education Policy was unanimously approved.

Meeting Room Policy update to add language about clean-up and damage after use was unanimously approved.

**OLD / ONGOING BUSINESS:**

The Board agreed to give a gift basket to Winnie Edwards and take her to lunch in recognition of her years of service as Library Director and as a member of the Board.

Tresa Forkey will turn in our school ballot petition at tonight's TI School Board meeting, which was rescheduled from March 21. We are asking for a \$3,000 increase.

Karen spoke to Fran Ludlow and he says the windows can be fixed relatively inexpensively, but she is waiting for Fran to call back to give her specific price estimates for materials and labor.

Stewart Signs' estimate for lettering above the front door using plastic letters is \$495.

Karen has not yet heard if any money will be forthcoming from Senator Ritchie's office for the front railing and the new sign. Sarah Compo in Ritchie's Watertown office said there will be no word until after the State budget is passed in April.

Stewart's Shops Match awarded the Library \$500 for the Reading Recovery Program. Congratulations to Karen for submitting the application to the match program.

Jan finished a video inventory of Library property. This must now be converted to a written inventory and replacement values must be assigned to all items in order to complete any future claim submissions.

Karen asked Kinney's Drugs for chalk donations as a way to help defray the cost of the Sidewalk Art event in the Village of Clayton in September. The Library is helping to coordinate this event.

Eight more Alzheimer's classes have been scheduled for the rest of this year. See the Upcoming Programs/Events list below for specific dates.

Stone Soup Saturdays will now coincide with the IRLC/Dani Baker nature talks. Both will be held on the last Saturday of the month during January through May. This should improve attendance for both events.

Six heirloom apple trees have been ordered and should arrive in April. If they are delivered when Karen is gone, Gail will hold them in the greenhouse until they can be planted.

#### **MARCH PROGRAM ATTENDANCE**

Story Times on the road with Anita & Suzzi (14)	102 (Includes Sat. AM story hour)
Library Board Meeting	6
RD White Trains and Trolleys	28
Tutoring	3
Book Club	2
Mindful Yoga	18
Writers Group	4
March Nature Talk (Climate Change)	40
March CNY Alzheimer's Association session	8
BB Crafters	3
Sewing Group	6
Chess Club	14

<b><u>Facebook Stats</u></b>	<b>Likes</b>	<b>Posts</b>	<b>Reach</b>	<b>Engaged Users</b>
March	380	33	6390	493

#### **UPCOMING PROGRAMS / EVENTS:**

4/4	1984 movie, 6pm
4/6	BB Crafters, 5-7pm
4/8	Carmen D'Avino Second Saturday Cinema: Selected animated short films of Carmen D'Avino & 4 <sup>th</sup> Coast Production's documentary film, <i>The Quest of Carmen D'Avino</i> , 7pm
4/9-4/15	National Library Week. (Karen will put an article in the paper)
4/17-4/22	Spring Break. <i>Sing</i> , a movie, will be shown this week
4/18	Alzheimer's Group: Legal and Financial, 4-6pm
4/25	Writer's Group, 5pm
4/29	IRLC/Stone Soup: Todd Walter (Cornell) - hydrology of Jefferson County
5/10	Joyce Gould's Mothers' Day card workshop, 6pm
5/12	w/IRLC Chris Ebey - More "recent" geological history of the 1000 Islands, 6pm

5/13	Carmen D'Avino Second Saturday Cinema: Sebastião Salgado's film <i>Salt of the Earth</i> , 7pm
5/18	Alzheimer's Assoc: Healthy Living For Your Brain, 3-4pm
5/27	Seed Library Saturday. Sell plants started at Sheri's greenhouse / Workshop on straw bale gardening / Kids session where they start seeds / Movie: <i>Open Sesame: the story of seeds</i>
6/10	Carmen D'Avino Second Saturday Cinema: Jean-François Laguionie's <i>The Painting</i> , 7pm
6/20	Alzheimer's Assoc: Understanding and Responding to Dementia-related Behavior, 5-6:30pm
7/20	Alzheimer's Assoc: Living with Alzheimer's (for people WITH Alzheimer's), 3-5pm
8/9	Alzheimer's Assoc: Know the 10 Warning Signs, 5-6pm
8/12	Carmen D'Avino Second Saturday Cinema: Four Oscar nominated animated short films, 7pm
8/15	Mark Black: The History of the 50s & 60s through Popular Song, 6pm
9/2	Sidewalk Art in the Village of Clayton
9/21	Alzheimer's Assoc: Living with Alzheimer's: The early stage, 3-5pm
10/10	Alzheimer's Assoc: Living with Alzheimer's: The middle stage, Part I, 3-5pm
10/14	Carmen D'Avino Second Saturday Cinema: Federico Fellini's <i>Amarcord</i> , 7pm
10/25	Alzheimer's Assoc: Living with Alzheimer's: The middle stage, Part 2, 3-5pm
11/8	Alzheimer's Assoc: Living with Alzheimer's: The late stage, 3-5pm
11/11	Carmen D'Avino Second Saturday Cinema: Michel Ocelot's <i>Tales of the Night</i> , 7pm
12/9	Carmen D'Avino Second Saturday Cinema: Peter Bogdanovich's <i>She's Funny That Way</i> , 7pm

#### **PROGRAMS / EVENTS UNDER CONSTRUCTION:**

Greg Lago has stabilized the train board. Steve Grybowski has items to donate and wants to help with model railroading activities. Karen will reach out to kids to see what they are interested in. There was discussion about displaying unused train cars on wall shelving near the train tracks. Karen will talk to Keith about mounting shelving.

Regi Carpenter's summer programming will consist of a 3-day puppet show production camp for younger kids scheduled for July 25-27. The hours of the daily camp will be long enough to encompass the CAPC summer lunch program. She will also offer a writer's workshop on July 25 and an adult performance on July 26. Karen has submitted a grant to the Poets and Writers fund to offset the cost of the writer's workshop.

Straw bales for straw bale garden will need to be delivered by the end of April or the beginning of May. Jan volunteered to deliver the bales. Tightly bound organic bales are best. Last year we paid \$5.00 per bale. Deb will ask Bob Meeks if he has any or has a good source of bales. Gale may also have a source.

#### **NEW BUSINESS:**

DFL's 2016 tax return has been completed and sent.

The Town delivered the piano which was donated to the Library. It is in the Community Room awaiting tuning.

Karen reported that the cellar doors admit moisture into the boiler room. The Town will investigate this.

Kenny Knapp has not yet brought in the cataloged collection from Laurie Rush to be placed in the empty case in the Community Room.

There is no new news from Paulette Roes about the status of county funding possibly being disbursed through school districts.

The Carmen D'Avino Second Saturday Cinema will debut this month and is scheduled for the second Saturday of each month except for January, July and September. Karen submitted substantial articles for the kick-off which were featured in the "TI Sun" and the "Watertown Daily Times."

Internet Hot Spots could be offered by the Library with funding from the Smart Schools Bond Act. Karen spoke to Sally Switzer, Treasurer for the TI Central School District about the opportunity. In her Karen conversations, Karen learned that BOCES was unaware that libraries were eligible for this funding.

DANC will be installing equipment for the hook up of our fiber optic. DFL will receive a Hoffman Box that will hopefully mute the noise of the equipment, something other libraries won't be getting because we approached them early with a request. As an FYI, Karen said that our internet service provider will be Ion. The provider is determined by our participation in the NCLS program.

#### Library Logo

Karen priced 64 MB flash drives featuring our logo at \$2.99 each if we order 100. The logo can include 1-4 solid colors on both sides with content preloaded for no charge. Discussion centered around updating our logo with something that is recognizable, but communicates that we are about more than just books. Amber Forkey knows a designer who is willing to do our logo in exchange for a donation to a children's charity. She shared with the Board some images that the designer had sketched up. Jan will create something preliminary and Amber will share it with the designer. A question was also raised about past discussions of a name change for the Library. The conclusion was that DFL, while a mouthful, has built a name for itself and we shouldn't change it.

#### New printer-

Jan presented options for DFL's new printer based on her preliminary research. A unit that will print 11x17" documents begins at \$1,000 and is a very large, standalone unit. Additional items to consider are the need to be wireless and the price of toner. The Board recommended that we go with a traditional sized printer. Jan will look at small units and present her findings at the next meeting.

Next official Board meeting will be Tuesday, May 8th at 5:00 p.m.

Meeting adjourned at 12:30 p.m. Motion made by Tresa, seconded by Jan.