

Tuesday, March 7, 2017

Meeting was opened at 10:30 a.m.

Attendance: Karen Lago, Linda Brewer, Deb Rantanen, Tresa Forkey, Mary Zovistoski and Jan Larrow.

Reading of the minutes was condensed due to time constraints. Approved by Tresa and Linda.

### **Treasurer's Report:** Treasurer's Report

Bank Balance 3/1: \$59,005.22

Major Expenses (excluding salaries): \$162 (Disability premium), \$312.40 (Magnetic white board), \$30 (paper shredder), \$491.58 (1<sup>st</sup> yr. payment to NCLS for 5 new PCs)

Income: \$104(Yoga), \$365(Amazon refund), \$54,498.43(School Ballot), \$250 (Community Bank for RR), \$10,000 (Town of Clayton), \$1,500 (WSB for RR), \$160 (BB Crafters), \$93 (Ebey Nature Talk/Stone Soup), \$62 (Ashpole Nature Talk / Stone Soup)

Report was approved by Jan, seconded by Deb.

### **OLD / ONGOING BUSINESS:**

Don Badour has submitted a new estimate for the metal front door railings, \$7859.

This estimate has the town crew removing the old railing and helping to install the new one.

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

These items were included in the Bullet Aid grant application.

**We did not receive Bullet Aid funding from Patty Ritchie's office last fall.** Karen has heard from Sarah Compo at the local office. She will inform us as to any money that may be made available but nothing will happen until after the state budget is approved in April.

The landscaping plans were again tabled. However, Karen purchased 6 heirloom apple trees to be planted on the property. The Town will do the actual planting.

Karen noted that the existing sign has become badly rotted and required recent repair.

Electrician Bob Purvis has not yet come back to instruct us how to operate the new outside light. Keith suggested we just leave the situation as is and they will deal with it.

Fran Ludlow told us the company that the windows were purchased from (Farley) has gone out of business so there will be no "free" replacements, but the "spread" is fixable with new parts. We will have to pay for the parts, but they are inexpensive. The cost of labor wasn't addressed but since he will have a Town employee as a helper it shouldn't be too costly. Fixing this problem will ultimately save the Town money spent on heating the building.

The Antique Boat Museum has approved use of a pass to be kept at the Library to be checked in and out for patrons to visit the museum. Thanks to Deb for arranging this program.

NCLS installed 5 new PC's on 2/14/17. We have up to 5 years to pay and the first payment has been made. The printer or other electronics is not covered in this plan. Jan will research possible printer replacements.

Reading Recovery support letter was sent 9/26 to five Clayton civic organizations. The Clayton Rotary is the latest to send a donation. They have given \$500 and committed to \$500 in each of the next three years. The American Legion has donated \$200 and the Clayton Lions had donated \$300 which was reported at the last meeting.

Community Bank sent \$250 and Watertown Savings Bank sent \$1,500!

Karen has also applied for the Stewart's Shop match program where the company matches donations to selected organizations.

Karen sent a letter to schools 10/12 re: tours of the Archaeology Center. So far only Cape Vincent has replied. Another query will go out. It's on the curriculum for the fourth grade and should get a better response.



We are formulating an awareness program to promote library use and relevance. Karen checked with NCLS to see if they had any ideas on promoting library services and the value of library card ownership.

The CNY Alzheimer's Association has booked the Community Room for eight more meetings in addition to the first four.

- 5/? Seed Library Saturday – selling plant's started at Gail's greenhouse from our seeds, workshop on straw bale gardening, kid's session to make seed bombs, movie showing "Open Sesame: the story of seeds.'
- 8/15 Marc Black: The History of the 50's & 60's through Popular Song.
- 9/2 Sponsoring of the Sidewalk Art Show in Clayton. Karen will be checking out a featured artist, the possible location and other details.

CAPC has approved the summer lunch program again for 2017.

Wilson Stevenson was already all booked up for spring. We will try again for fall. He must be called at 7 a.m. on 7/11 to book!!

Tresa proposed several new programs including an herbalist series exploring the medicinal, beauty and culinary benefits of herbs. This would tie in great with Seed Library promotion. Also, a "prepping" or "homesteading" show where vendors can display their wares (i.e. survivalist items, food prepping, chicken and beekeeping, etc.)

She would also like to conduct a series of etiquette and image consulting programs, preparing young people for job interviews, how to dress for success, etc.

Deb said she would be interested in conducting a multiple chair caning series in the fall.

Karen has gotten a lot of interest in a model railroading club with the additional donation of another table and more equipment.

She has accepted the donation of a sewing machine which will be made available for patrons to use in the building and is planning on some programs around it such as basic sewing.

Karen also has accepted the donation of a very good upright piano and would like to add a guitar and make them available for use for music lessons.

Regi Carpenter would like to do a few programs next summer. Instead of traditional story hours (which we had decided not to do) she suggested either a teen video 5 day workshop (our cost: \$1500) or a puppet show production "camp" for younger kids. We thought 5 days was too much of a commitment for the kids and suggested she could do a 3 day program, with longer hours per day that would include the CAPC lunch program as well. She also offered a writer's workshop (our cost: \$400), and her adult show (our cost \$600). We felt the adult show was just too expensive based on past attendance. Regi has come down in price and it's on the calendar for July 26. The cost of the writer's workshop and camp programs may be offset by a grant from Poets & Writers that Karen has applied for.

#### **NEW BUSINESS:**

The 2016 Public Library Annual Report and the NYS Comptroller's Audit have been completed; our tax return still to do.

The new roof leaked (Jan. 12) in the rear corner of the non-fiction room. There was no real damage. The flashing on the roof was caulked.

Two TI seniors completed their community hours at the library this January.

Ken Knapp is supposed to bring in cataloged collection from Laurie Rush and put it in the empty case in the Community Room.

Karen invited to speak at tonight's Clayton Rotary meeting.

The Community Room has been offered to Elise Stefanik for a Town Meeting.

NCLS asked us to participate in a survey for the State. We are good in most of the categories but felt they may be trying to push automation and technology training.

Tory has requested a new set of books for the Reading Recovery program. They are geared toward older children.

Our request for funds under NCLS' grant for developing early learning spaces to buy a magnetic white board, markers and magnetic letter was successful. We purchased the items and will be reimbursed for \$389.75.

We decided to pursue a \$3000 increase in the school tax ballot. Cape Vincent was not asking for an increase and Hawn was looking for \$5000.

Karen found a source for \$2.99 flash drives that includes a logo imprint. Jan thought we needed to update our logo before we applied them to this. It would correspond with the new sign, letterhead, etc.

There are a total of three policies that need to be approved at the next meeting. In addition to the meeting room policy (mentioned above), we need to put in place the Internet Safety Policy for Children's Internet Protection Act compliance. The Children's Internet Protection Act (CIPA) requires that K-12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for federal funding. This also will require at least one public meeting to address the proposed filter and the need to file a FCC Form 479. We should be able to receive a fiber optic erate if we adopt this policy.

The third policy update is for Library personnel – Continuing Education Policy.

Please review the supplied drafts for voting on next month.

Finally, it is with great sadness we have accepted the resignation from longtime member and former Library Director, Winnie Edwards. We wish her all the best.

We decided to keep the Board at nine members plus an alternate. Mary mentioned we should have alternate who would be an active participant in the Board but would only vote when there was a member (or more) missing.

We will be considering new Board members at the next meeting which is also our Annual meeting. The new slate of officers to be approves will be Tresa Forkey, President; Jan Larrow, Vice President; Deb Rantan: Secretary and Linda Brewer, Treasurer.

Next official Board meeting will be April 10 at 10:30 a.m.

Meeting adjourned at 12:30 p.m.