**Stony Creek Free Library**

***Board of Trustees Monthly Meeting – Minutes for April 9, 2024***

***Attendees:*** *Jennifer Doll, Lisa Brennan, Ronda Thomas, Adrian Bode, Sandy Watson, Jill Diamond, Christine Muserelli, Doreen Ryan, and Ed Lowell*

 *The meeting was called to order by Jen Doll at 6P. Minutes for 3/12/24 were reviewed and motion to accept was made by Ronda and 2nd by Adrian, vote done and motion carried.*

***Financial Report****: General Fund; $45,876.85 Quarterly payroll done.*

 ***Director’s Report****: (see Attached) Highlights: significant increase in Check-Outs, noted sales at the Gallery Bool Nook, equipment concerns (patron computers and Brothers copier). Jill is awaiting copy of order sheet for the group purchase from SALS. Jill will forward order form to Ronda. Board approved plan to resume regular Library hours now that Christine is doing OK. Jill and Christine state they are working well together. The Annual Report was resubmitted and approved and the Joint Automation Policy was signed by Board President (Jen) and returned to SALS. Annual Trustee Meeting for SALS is set for 5/20 @ Fort William Henry, RSVP is due 5/3/24. Our planned attendees will be; Jen, Lisa, Ed, & Doreen. Plans are set for 4/27/24 Patron Appreciation Day event @ the Gallery.*

 ***Fundraising****: Focus will be on Mtn. Days – BBQ for Sun. 8/4/24. We brainstormed menu, reviewed past costs, etc. We will include soda as drink option along with water. We will also include vouchers to Peer to Peer Veterans Group. Discussed considering catering option for future fundraiser dinners, e.g. Brooks BBQ, vs doing all ourselves.*

***Buildings & Grounds****; Clean-up list. Equipment (replace/lease options). Fire extinguisher inspection/check, clean around A/C unit-check filter, Sandy to f/u on start date & offer from Sue Brooks and Lucas Thomas to power-wash, and to paint/repair railings and posts. Ronda will follow up on heating/furnace issues at the Gallery (fan is still not working right). Ed & (hopefully) Frank Thomas will change bulbs in fixtures @ Gallery. Looking for newer tables for Gallery. Mowing contract; Ronda will reach out to Cherie for the contact info. And Lisa said she could help with that too.*

***Correspondence & Communications****; Adrian is up to date. Brainstormed Survey ideas to update our Community Needs assessment, eg tech? survey “party”?, request patron’s to complete one during their visit., etc.*

***Old & Unfinished Business****; need to have Jill obtain copy of Bed Tax Letter of application from the Town Office. Recommend Library representation at the Town Board mtg(s). Get ready for Summer Reading Program, including submitting Stewart’s Grant. Continue outreach to hire a 3rd Clerk for emergency coverage, e.g. Staff illness, vacation, etc. Ed made a motion to approve funding for said Clerk position, Jen 2nd it, motion carried. Misc: Keys; FYI Christine #8, Doreen#9, Ed #10, Lisa#12. Update our Contact List. Staff training- Sexual Harassment. Adjust Hours for part of May- due to staff commitments.*

***New Business****; 7:23, Jen made motion to go into Executive Session, Lisa 2nd motion. 7:45 Adrian made motion to exit Exec. Sess., 2nd by Ed. Action taken: decision made for staffing (Dir. Position). Adrian made motion to provide stipend to Jill while she performs some duties of a Dir. Ronda 2nd motion, vote done and motion carried.*

***Adjournment;*** *Jen made motion to adjourn, 2nd by Sandy. Meeting was adjourned @ 7:46P.*

 *Respectfully Submitted,*

 *Sandra Watson, Recording Secretary*