**Stony Creek Free Library**

 ***Board of Trustees Monthly Meeting – Minutes for August 13, 2024***

***Attendees:*** *Lisa Brennan, Ed Lowell, Adrian Bode, Doreen Ryan, Ronda Thomas, Sandy Watson Excused: Jill Diamond*

 *The meeting was called to order by Lisa Brennan @ 6:07P. Review of the Minutes was completed. Adrian motioned to accept the Minutes for July and Ed 2nd the motion. Vote done and motion carried.*

 **Financial Report***: General Fund: $60,567.55 Mtn Days BBQ to date- $1,550.00* Noted that Ed L. donated his costs for making the mac& cheese. Treasurer- Ronda- announced her intent to retire in 2025. She gave us a briefing on what her position involves, ie. the use of Quick Books-2024 desktop version. She also shared that Kathy Garrow has helped with accounting in the past and may be of assistance in the future. Ronda is offering to tutor her replacement. She reported Sales Tax/ Payroll Service is paid up until July 2025. Action to update names authorized for credit card use and official “signers” was approved. Policy has been that the acting President of the Board and Secretary have this authority. More is to be determined at future meetings.

 **Director’s Report**: July Statistics and report highlights were read by Lisa. We noted Check-outs went up by 81 to a total of 204. Both Adult and Child patron visits increased significantly by a boost of 142 over June numbers. A new category of, “E-Book New Users” was added. Youth Program visits were recorded. Summer Reading Program ends 8/31/24. Belle (aka Sharon) Tyniec has volunteered to help organize the Book Nook @ the Gallery. The new computers and printers are due to be delivered and installed by 8/21/24. See copy of the Report attached

 **Fundraising**: Mtn Days BBQ: Very positive remarks from event attendees about the Mac-n-Cheese (we sold out 3 pans before 2P), raves about the tasty pulled pork and value for the $ (good portion size). Staff did note it was hectic at times and voted to simplify the menu going forward- the combos of toppings and interpretation of “loaded” got to be confusing. Also, need to take orders @ the payment station and move patrons down the line for “pick-up”. It was noted the over-all Park attendance was down from 2023 and the # of food vendors (competing) was up. We need to remember to have a designated “Donation” container labeled and displayed on the service table. (Customer’s comments prompted this “need”).

 **Buildings & Grounds**: as per list in the Director’s Report – Repainting of the Gallery doors: Sandy will check with volunteer, Sue Brooks about potential dates (likely Sept.). Heat/furnace: Ronda reported no response from Kelly’s Heating and Plumbing. Ed Lowell shared he had good work done by a different service. Board agreed we go ahead and see about an assessment & estimate from a new provider. Ed will contact “Curly” and see about his availability to take a look at the job at hand. Ronda said Frank had mentioned, “Chuck”. Perhaps we can compare offers, follow up @ next mtg. Bathroom shelf unit installation is still pending and Ed said he will follow-up. Fire extinguisher re-certs- Ronda will pass along contact info to Jill, so appt. can be made while Library staff are on duty. Ed will continue with mowing as needed. The post/brace for the Library sign needs to be replaced and painted. We need a way to display and keep safe the old Bible found in the Methodist church (Gallery).

 **Correspondence & Communications**: Confirmed the list for Mtn Days thank-yous, including Nate Thomas, Stony Creek Inn (Dot& John), Bob Doll, & Tom Brennan & family. Adrian made a motion to include a gift card for Tom, Doreen 2nd motion. Board approved a Home Depot gift card for $100 by unanimous vote. Ed volunteered to pick-up the card during the week and will submit a receipt to be reimbursed.

 **Old & Unfinished Business**: Staffing. Learned Chrissy is declining the Director position, prefers to remain as a Clerk. This leaves Jill as Interim Dir. (Until she returns to her FT teaching job). Jill has worked on an updated Job Description and will post it on-line pending Board approval. Fall-in-The-Creek; Ronda shared dates already reserved @ the Park. We chose 10/5/24 (12p-3p) as a tentative date & Ronda will secure the registration. The aim is to have Library Staff take charge here with the Board members assisting as needed.

 **New Business**: Fundraiser ideas from KMP Creations were shared. (see proposed estimate sheet-hats, shirts, fleece, etc.) (This secretary could not keep up with the conversations going on all at once over shirts, etc.- no formal decisions were made that I can record.) The local Historical Society has requested to borrow the Methodist Bible that was found in the Gallery. Doreen made a motion to honor the request and Ed 2nd the motion. Motion was passed with conditions: SCFL & Dean Museum need to come up with a Loan Agreement, including when the Bible will be returned & how it will be displayed. As space is a premium in the Library, the Board agreed the Bible should be housed in a secure display in the Gallery (church). Training- Board discussed the emails from Jack Scott (SALS) and options for members to fulfill their training requirement. We agreed to aim to have link used to view here after the regular Sept & Oct. mtgs.

 **Adjournment**: Adrian made motion to adjourn & Doreen 2nd motion. Vote done, meeting was adjourned @ 7:10P

 Respectfully Submitted,

 Sandra Watson*, Recording Secretary*