**Stony Creek Free Library**

 ***Board of Trustees Monthly Meeting, Minutes for July 9, 2024***

*Attendees*: Jennifer Doll, Lisa Brennan, Adrian Bode, Jill Diamond, Christine Muserilli, Doreen Ryan, Ed Lowell, & Sandra Watson. Excused; Ronda Thomas

 The meeting was called to order by Jen Doll @ 6:02P. Review of the Minutes, and motion to accept June Minutes was made by Adrian, 2nd by Doreen, vote done and motion passed.

 **Financial Report**: sent in from Treasurer (Ronda)- *General Fund; $59,987.93*

 **Director’s Report**: (See attached & on-line) Highlights; increases in circulation stats and sales @ the Book Nook. Library staff was present @ community event, the Other Side of the Creek (6/8/24) and held programs on – non-for-profit group information & Identity theft/Fraud protection. Jill is exploring potential funding/benefits of being within the Connect ALL initiative (NYS& Fed). She has reached out to SALS for guidance. Chrissy & Jill continue training via SALS and working with the Town Youth Program Dir. (Kathie Corbisiero), coordinating efforts to enhance use of the Library. The Summer Reading Program has grown to >20 youth. The issue of cyber- insurance was brought up. Jen made a motion to have Jill look into 2-factor authorizations, Lisa 2nd it, vote done and motion carried. The Board approved of Jill moving forward with other libraries/SALS in learning, implementing methods to mitigate risk of hacking, etc. Board also suggested the current insurance policy be checked for coverage/claims, in this area. Also for consideration; *National Voter Registration Day*, 9/17/24 (Tues). – will discuss @ next mtg. (Aug.)

 **Fundraising**: Mtn. Days BBQ. Jen has the food permit application ready to submit. Lisa & Jen plan to do the shopping for food and supplies on Fri. 8/2/24. Stony Creek Inn (John Fickle) agreed to provide our ice for the coolers and help with baking the potatoes. Ed will make 3 pans of his mac-n-cheese. We have chafing dish in the library basement (need Sterno?). Lists/estimates will be submitted for Occ. Tax funds @ the upcoming Town Board mtg. Menu prices to be decided status post knowing actual food costs. Tent, tables, & parking permission are all set.

 **Buildings & Grounds**: Sue Brooks completed power washing the Library and doing some priming and painting where needed. She provided receipts, but asked Sandy to consider the expense as a donation. (Receipts from Braley & Noxon: $32.09 & $28.44) Sandy made a motion to offer Sue 2“dinners” from BBQ, as appreciation for the donation of supplies & her time. Adrian 2nd motion, all in favor. Sue also agreed to take part in the repainting of the doors @ the Gallery. We learned more about the lighting @ the Gallery and Board decided to return to the “old-style” bulbs to resolve issues apparently caused by L.E.D.’s. Ed volunteered to take part in that task.

 **Correspondence & Communication**: Thank-You’s pending for Sue Brooks, and for the donation made by Cathy Percy & Sandi Payne. We will double check list for T.Y’s for those that helped during Mtn. Days @ the Aug. Board mtg.

 **Old & Unfinished Business**: Jen made a motion to pay employees for normally scheduled hours on holidays worked during usual Library hours, retroactive to 6/19/24. Sandy 2nd the motion, vote done, motion carried. New Trustee training session (2hrs.) expected @ Sept. mtg., links from SALS are provided in the Director’s Report. Jill provided correction to the Loan periods on the Circulation Policy (DVD’s-2wks.) all other material, 4 wks. Sandy motioned to accept the updated policy, Jen 2nd it, and motion carried.

 **New Business**: Doreen asked to be excused early, request approved, she left @ 6:55P. Jen motioned to go into Executive Session, re: staffing, Adrian 2nd it, motion carried. Chrissy was excused @ 7:20P. Executive Session began @ 7:23P. At 7:34P motion was made to end the Session, 2nd by Lisa and all were in favor. We resolved questions about staff working hrs. to facilitate more paid training time. This was shared with Jill. Board is in agreement to have over-lap of some time that Jill & Chrissy need to work together- for example, 2 hours per staff for a max. of 28 hrs- not specifically every week. Jill specified her plans for work in the fall and inability to cover Dir. tasks/duties. More discussion pending @ Aug. mtg.

 **Adjournment**: Sandy motioned to adjourn, Adrian 2nd. Meeting was adjourned @ 7:54P.