**Stony Creek Free Library**

 Board of Trustees Monthly Meeting – Minutes for May 14, 20024

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

 The meeting was called to order by Jen Doll @ 6:01P. A review of the April Minutes was done. Motion made to accept the Minutes after 2 corrections were noted, was done by Adrian and 2nd by Ronda, vote done and motion carried.

 **Financial Report***: General Fund*; $42,678.42

 **Director’s Report: (***submitted by acting director/Clerk, Jill Diamond***)** See Attached. *Highlights*; notable updates with social media page (FB) and website per Jill with the assistance from SALS staff. Registration for the required sexual harassment training was completed. “Sister Library” connection was established with the Willoughby Wallace Memorial Library in Stony Creek, CT. Board of Trustees will review with Jill, the By-Laws, which were last reviewed in 2018. The Covid -19 pandemic interfered with the routines around the By-Laws and other updates & reviews. Staff and Trustees are working to get back on track. Jen said she will work with Jill on some policies and By-Laws. Programing updates include an author’s visit for 5/25, Tick & Lyme Disease info. on 5/30, and coordination with The Other-Side of the Creek event for 6/8/24. Note updates in the Needs and Planning Ahead sections of the report. ( See remarks in the Committee Reports Sections of this document). Clerk, Christine Muserilli, continues to make progress in the daily operations of the Library. A Public Annual Report 2023 flyer was submitted by Jill for the Board’s approval. Sandy made a motion to accept it and was 2nd by Ed, vote done, motion carried. These highlights of Library stats will be made public (see attached).

 **Fundraising**: Plan to promote “Friends-raising”(becoming a Friend to the Library)will be done during the Other-side of the Creek event on 6/8/24. Summer fundraising focus will be at the Town Mtn. Days, selling our BBQ pulled pork and fixin’s, Sun. 8/4/24. Pricing will be determined by updated food/supply costs. We discussed menu, shopping plans, and Tom Brennan’s operations. Board agreed to add soda and d/c juice drinks in our beverage options. Doreen reported cooperation with the Fire Dept. in having any/all Library events promoted on the E-Billboard by the Firehouse. This year’s menu will include mac & cheese made by Ed Lowell. We need to check on existing supplies ie. Chaffing dishes, sterno, and other paper goods, updating shopping list as needed. We reviewed costs and amounts of items from last year’s records. Currently, estimated needs for 16 pork butts and 3 pans of mac-n-cheese.

 **Buildings & Grounds**: Ed will pick-up his hand truck. Ed agreed to work on replacing the bulbs in ceiling fixtures @ the Gallery. (will ask Todd or Frank for help). Ronda reported the furnace fan has been ordered and will ask that the thermostats in both buildings be checked. New smoke detector needs installation, Jen will see if Jeff can do it. We are still waiting on word from Logan re: mowing contract and general clean-up estimate. Ronda made a motion to cap the clean-up estimate to no more than $500, Jen 2nd it, vote done, motion carried. Ronda also reminded all, the Library still has the 2024 Pass for the Town Transfer Station.

 **Correspondence & Communications**: Adrian reported we are up to date with Thank-yous and acknowledgements. Jill submitted an article for the next issue of the *Edinburg Newsletter*, to help with our visibility& promote Library programs.

 **Old & Unfinished Business**: Ronda noted there is a new Bed (Occ.) Tax form to help streamline the application process with the Town/County. We reviewed procedure and definition of programs vs events and their funding options. Jill reported the group order was done for the replacement of the 2 patron computers and 1 printer. She was able to clean the other copier, fixing the problem of smudgy looking copies. Sandy will remind Sue Brooks about the need for pressure washing siding on the Library and repainting near entrance and book drop. Ed volunteered to get the picnic tables moved for summer use.

 **New Business**: Jill shared that Dot Bartell from the Stony Creek Inn has offered to have a fundraiser for the Library via a % of proceeds from a night’s dinner sales will go to the Library. Date TBA, Board agreed we opt for a night later this fall.

 **Adjournment**: Adrian made a motion to adjourn 2nd by Doreen. Meeting was adjourned @ 7:06P

 Respectfully submitted,

 Sandra Watson, Recording Secretary