**Stony Creek Free Library**

*Board of Trustees Monthly Meeting – Minutes for October 8, 2024*

**Attendees:** Doreen Ryan, Ronda Thomas, Adrian Bode, Jill Diamond, Sandy Watson, Ed Lowell, and Sue Brooks (guest)

The meeting was called to order by VP, Doreen Ryan @ 6:13P. Adrian motioned to accept the Minutes from 9/10/24, Ronda second the motion, vote done and motion carried.

**Financial Report**: *General Fund*; $54,945.03. Noted the School tax $$ is expected in Dec. We received Occ Tax reimbursements, including for Mtn Days and awaiting that for Fall-In-The-Creek. Ronda made a motion to include Recording Secretary to be allowed on the Visa credit card account, Ed 2nd the motion, and motion passed. Sandy accepted the Visa card ending in #1278, Exp: 10/29. Rec. Sec. will sign appropriate papers as Treas. requires.

**Director’s** (*Interim*) **Report**: (See Attached copy) Highlights – Staff is getting good feedback with the,”Off-Season” Hours & the new patron computers. Jill asked Doreen for info from the Fire Dept. about a local list of “shut-ins” that will be helpful to target recipients for the Book Lovin’ Cold Weather Care Packs (Library is still accepting new blanket donations). There are plans to apply for the upcoming SALS construction grant s/p their 2025 Budget approval. SALS Tech support has an appointment here to troubleshoot the Wi-Fi connectivity fluctuations and possibly install a “booster”. The Board reviewed the *Needs* list (see some actions in the B&G section of Minutes). The Sept. Statistics show the typical slow down after the area’s seasonal population has returned to their primary residences. SCFL will be taking part in the 12/7 Holiday event as a “Gingerbread stop”

**Fundraising**: We set the Holiday Vendor Sale for 12/14/24, will aim to feature Local participants, $15 fee for table and also feature a sale table for Used Bks. The annual Book & Bake Sale will be in Feb., date-TBA. We learned the Town Chamber of Commerce is expecting to make a donation to SCFL.

**Buildings & Grounds**: Heating/thermostat discussed, loose panel (?) /looking for directions to properly reset programming, possibly replace device(?). Will follow up with Michael’s Heating & Cooling (696-5818). Also ask for quote about liner for chimney at the Gallery. It was noted that the cold air return duct (Gallery) was fixed. Jill expressed need for a clear-out/clean-up day for the library basement. Among the needs are mousetraps. The Board agreed to schedule at least 2 estimates for pest control service – Ed will reach out to Meerkat & Sandy will contact Nature’s Way. Inspection results and cost estimates will be due by Nov. mtg.so that a decision for service provider can be made. Gallery lights update; problem appears to be in the wall switch, will be looking for an electrician. Library sump pump repair is pending, Ed reminding Chuck (plumber). Snow removal plans were reviewed. Sandy will ask Bob Brooks if he is interested in the task. Adrian mentioned Moses, on States Rd., as a possible option. Generator question; unresolved, may make it part of the request in the construction grant. We may need to delay painting of the Gallery doors until spring. The bathroom cabinet still needs installation.

**Correspondence & Communication**: Adrian’s goal is to have the Annual Appeal Letter approved and ready for a 12/1 mail out date. We noted the need for postage. She plans to use the same service as last yr. for printing/fold/etc. Jill will look at the ’23 letter for format & revise for ’24.

**Old & Unfinished Business**: Board decided that the found Methodist Bible and at least 1 Hymnal will be displayed inside the library, where it can be better monitored. Jill wondered if we need special release forms if it goes out on loan. Ronda let Ed know, as Pres., he can expect regular e-mails from SALS.

**New Business**: Board reviewed drafts on; Plan of Service 2024-2029, Patron Code of Conduct policy, and Internet Usage policy. (See copies). Ronda made a motion to accept Internet Usage policy, 2nd by Ed and passed by Bd. Ronda motioned to accept Patron Code of Conduct policy, Ed 2nd motion, motion passed. Adrian motioned to accept Plan of Service, Ronda 2nd it, motion was passed. Sue Brooks to send email to Rec. Sec. re: interest in becoming a Trustee. Ronda made a motion to accept Sue as Trustee member, Ed 2nd it, motion was passed. Ronda made a motion to go into Executive Session@ 7:25p re: staffing, Doreen 2nd the motion. Session held. Motion to conclude the session was made by Sandy @ 7:35p,2nd by Ed. Board was able to decide on a workable plan regarding “fill-in” staff. Ed had to leave @ 7:35.

**Adjournment**: Ronda made a motion to adjourn, 2nd by Adrian. Meeting was adjourned @ 7:37p

Respectfully Submitted,

Sandra Watson, Recording Secretary