2022 Board Meeting MInutes

 Belfast Library

Regular Board Meeting

Dec. 2022

Agenda

1. Call to Order and attendance at 6:40.  In attendance:  Stevick, West (Zoom), Histed, Weaver, Preston, Hazelton
2. Any deletions or additions -- N0
3. Treasure Account Update- $48, 017.94
   1. Christmas bonuses approved for staff and volunteers.
4. Approve Last Month’s Minutes -
5. Director’s Report:  Standard information.  Charge for digital has been raised, which corresponds with usage.
6. Town board meeting. Next meeting is Jan 16.- who is writing a report to send to the town meeting? Beth will email the town board re building project, USDA loan.  Beth will email re library usage statistics.
7. Business
   1. By-laws (??? Next month???- I think this was supposed to be in April)
   2. Building project - budget and $ for architect
   3. Summer concert series/Taste of Belfast
   4. Fundraising
   5. Bills

Next regular meeting is Jan 17  @6:30pm

Building Project meeting is ???

**November 15, 2022**

1. Meeting started at 6:30
2. In attendance:  Beth Hazelton, Sheila Weaver, Anne West, Anne West, Tara Histed, Andy Chamberlain, Quentin Castle, Mike Haas
3. Quentin Castle presented possible plans for a building.  Mike Haas discussed issues related to drainage, ground, parking, green space.

-Need to try to find where septics are and inspect

-Will consider the number of parking spaces needed vs. green space and also consider

using landscaping material that allows for parking.

-Will look into power source/poles etc.  Will need to let Rick/Vince from Delta

(Electrical Engineer) know via Quentin.

1. Annie and Patty heard back RE grant writers.  Next meeting will look at these more carefully.
2. Donations from Lions and Robin Owens -- Patty will write thank you cards.
3. Treasure Account Update-
   1. Bank working on credit card
4. Approve Last Months Minutes
5. Directors Report
6. Town board meeting. Next meeting is Nov 21.  Next board meeting is Dec. 20.
7. Write report to send to town board meeting
8. Business
   1. By-laws (??? Next month???- I think this was supposed to be in April)
   2. Building project - budget and $ for architect
   3. Summer concert series/Taste of Belfast
   4. Fundraising
   5. Bills

Next regular meeting is Dec  @6:30pm

Building Project meeting is ???

**October 19, 2022**

1. Call to Order at 6:42 and attendance:  Tara, Beth, Sheila, Patty, and Dave
2. Any deletions or additions:  no
3. Treasure Account Update: $51,862.94
4. Approve Last Month’s Minutes:  Yes
5. Beth will be setting up meeting with USDA contact to meet with us about grants and loans.
6. Building project:  Grant was submitted, will hear in February.
   1. Annie and Patty will work on hiring a grantwriter (for building and also our other programs, community grants, summer readings)
      1. Sheila will talk to Linda from Dundee -- she highly recommends using a grant writer, and will send us her contact.
      2. Patty will talk to Bruce and Wendy
      3. Annie will talk to JHL and another contact
   2. Tax increase -- consider a phased approach that would cover loans and future expenses.  Maybe look at the budget in Nov/Dec to see where we need to be over 5-10 years.
   3. Annie talked to owner of house next to library…he is interested in the library purchase, discussed a potential price for property and demo…
   4. Dave’s info: talked to someone who has worked with grantwriters.  She says can hire grantwriter for whole period of time, specific project, etc.  Has website that one can use to hire freelance grantwriters.  She advised looking toward Buffalo area.

1. Directors Report:  Hired a new staff member to replace Rose Fleming.  Have enough staff for

some flexibility.   Need to talk to bank about a library credit card:  Sheila will go in.

1. Town board meeting:  Jeremy will look at the AC unit in spring.  Next meeting is Nov. 21.
2. Business:
   1. By-laws (??? Next month???- I think this was supposed to be in April)
   2. Better World Books -- send boxes to sell books….
3. Next meeting:  Nov. 22
4. Meeting adjourned 7:32

Next regular meeting is Nov 21 @6:30pm

**Meeting Minutes Sept. 20, 2022**

1. Call to Order and attendance:  Sheila Weaver, Tara Histed, Beth Hazelton, Patty Preston, Anne West and Dave Stevick…meeting begins at 7:40.
2. Any deletions or additions: no
3. Treasure Account Update $51,862.94
4. Approve Last Months Minutes:  All vote yes
5. Directors Report:  Story time happening twice a month, for 0-5 year olds.  Etc.
6. Town board meeting:  Next year allotment to library maintenance is $5,000.  Next meeting is Oct 18.

                                                      Beth going to the next one.

1. Business
   1. By-laws (??? Next month???- I think this was supposed to be in April)
   2. Building project - budget and $ for architect, steering committee for fundraising.
      1. Annie and Patty will work on hiring a grantwriter (for building and also our other programs, community grants, summer readings)
         1. Sheila will talk to Linda from Dundee
         2. Patty will talk to Bruce and Wendy
         3. Annie will talk to JHL and another contact
      2. Tax increase -- consider a phased approach that would cover loans and future expenses.  Maybe look at the budget in Nov/Dec to see where we need to be over 5-10 years.
   3. Summer concert series/Taste of Belfast:  Success, went smoothly despite inclement weather.
   4. Fundraising
   5. Bills
   6. Patty will create a shared calendar that we can all enter in programs, building project items, etc.
   7. Ask Wendy / Josie how do you sign bills?  Paper?
2. Meeting adjourned at 7:45.

Next regular meeting is Oct 18 @6:30pm

Building Project meeting is ???

**Meeting Minutes August 16**

1. Call to order 6:45
2. Minutes approved
3. Current treasury:  $51,071.79
4. Library summer program (county) did not go well among 9-18 year olds.  One volunteer interested in running a game night for teens.
5. Saturday book sale:  Patty will ask teens to volunteer, 10-1, Aug. 20, 27, Sept. 3.
6. Taste of Belfast:  Everyone should double check and verify with vendors.
   1. Supplies:  Posters, black markers, high-end masking and scotch tape, tablecloths.  Sheila
   2. Cash box:  LOTS of ones this year.  Sheila will bring cash box, Beth will use trustee account for change.
   3. Tickets and buckets -- all set
   4. Raffles --  Will have extra tickets and will have drawing, have cooler etc at ticket sales table.
   5. Board will arrive at 4:30 for setup
7. Building:  Meeting the 26th with JHL. 4-5. Patty will send out Google Doc for board members to create list of ideas for building project.
8. Sept. 19 meeting, Patty, 7, town hall.
9. Will look at bylaws next time -- look them over ahead and bring comments next meeting.  We should all have access to the document already. Sheila might share these.
10. Book box program -- going well, boxes mostly still in good shape, new sign-ups happening regularly.  Can do an ad after Sept. pause.

**Meeting Minutes July 19**

1. Call to order 6:35
2. Officer positions for next year:  Tara motions to approve, Dave seconds, all approve.
   1. Secretary-Patty
   2. Vice-Annie
   3. President- Beth
3. Treasury:  $51,071.79
4. Director’s report: Tim Atherton (library building maintenance) replaced by Jeremy Marsh.  They have cleaned under all the window grates.
5. Town board meeting:  are looking at what to adjust in budget for next year.  Annie will Email Patty Oliver to provide update of budget library and Kayloni for school info.
6. Next meeting August 16, during summer concert series, we can send over writeup.
7. Will look at bylaws next time -- look them over ahead and bring comments next meeting.  We should all have access to the document already.
8. Summer concert series:  Beth will contact musicians a week ahead for each performance to confirm and arrange details.  (Annie will cover 8th)
9. Raffle -- we will each sell 10 tickets, sell at soccer games, concerts, and the Lion’s tournament.  Annie will order the items for raffle, send pic to Patty to make poster/social media post.

**Aces (Preston-YES:  gg, reuben, pies… tickets same as last year),**

**Harringtons (Hazelton-YES) ,**

Hotel (Preston-NO),

Oakes (Patty-NO),

Food Truck/Matt Babbage(Weaver -- every concert???? MAYBE),

**Legion (Sheila-YES)**

Firehall for drinks and facility (same as 2 years ago,

Neal Green for Digital Sign each Concert, Preston (Done),

**Anna Hossetler for Baked Goods (Hazelton-YES),**

Jean (Weaver-NO),

**3 Bums? (Hazelton-YES).**

1. Building project -- awarded 125,000 of requested 150,000.
   1. Demo should cost less that $25,000, will be able to use the rest for planning, prep.
   2. Will hire JHL Tecture for the building project.
   3. Annie and Patty will send emails with responses.
   4. Will start individually working on list of needs for library design, schedule meeting with JHL Tecture in August.   Patty will share google doc to record.
   5. Deb Woltag’s sister is a grant writer.  Will look into hiring her or someone else.
2. Bills -- Dave moves to approve, Beth seconds, all in favor.
3. Will try to hire someone in September.  Taking on a Summer Youth Employment candidate.
4. Annie moves to give employee in need due to medical issues a $50.00 gas card, Patty seconds, all in favor.

**Aces -- gg, reuben, pies… tickets same as last year…**

**Meeting Minutes June 21**

1. Call to order 6:40
2. 49,057.30=account balance
3. Director’s report:  circulation down a bit, looking at incentives.  Working on summer reading program, nothing official out but working on it.  Lack of needed volunteer staff to run program.  Accord will bring 6-8 kids down to Wednesday story time, have volunteer for that, over summer.  Need to plan ahead next year.
4. Summer Concert Series: Every Monday in August (5) at 6
   1. Reeni and Amy-- waiting to hear back, Tara will talk to her  (Aug 1st only available)
   2. Gary Barteau -- 15th (Sheila will verify, check if 200 ok)
   3. Seah Mahon -- 8th (can do 1st or be flexible as needed)
   4. Dan Zembrano -- 22nd (tentatively)
   5. Jeff Weiss, 29th, Taste of Belfast
   6. Patty will make poster after these all confirmed
   7. Also need, for Taste of Belfast
      1. talk to Vendors

1. Taste of Belfast, Aug. 29, 5:30, Concert at 6
   1. Beth -- Tim, firemen, hall, drinks
   2. Aces (Preston-YES), Harringtons (Hazelton-YES) , Hotel (Preston-MAYBE), Oakes (Patty-waiting for reply), Food Truck/Matt Babbage(Weaver -- every concert???? MAYBE), Legion (Sheila-YES) Firehall for drinks and facility (same as 2 years ago, Neal Green for Digital Sign each Concert, Preston (Done), Anna Hossetler for Baked Goods (Hazelton-YES), Jean (Weaver-NO), 3 Bums? (Hazelton-YES).
   3. Set up at 4:30, ready by 5:30.   Aug. 39.
   4. Ask what they plan to serve and how many tickets/dollars.  (we will sell tickets for $1.00).
   5. Have bucket to explain NO profit to library, donate please.
   6. OTHER cash/raffle: Purchase big-ticket item(s) to make more money in a raffle… sell at all the concerts and games all summer… maybe do a first, second, third ticket item…Tara and Annie will run this!
2. Building Project-- Will propose dates for a meeting with both the town and library board and Brian to describe what we have done so far and plan moving forward for building project.
   1. Intent to apply form needs to be submitted by July 8.  David will send to Annie to complete.
   2. July 13, we will need to meet with committee to present project for grant.
   3. Meet with town board July 20-22????   With Brian, both boards…
   4. Annie made a motion to award Mussachio the Architect bid, asking $69,900. All approved pending a few follow up questions. .
   5. Patty will call Mussachio tomorrow to ask a couple questions before notifying them of our decision.
   6. Decision -- pending any issues in references and follow up questions, choosing Mussachio as architect.

1. Summer Concert Series - Beth did catch Reni McCumiskey, she will get back to her on dates.  Gary Bartaeu is August 15, Sean Mahon has agreed to play, Dan Zembrano has agreed to play and Jeff Weiss will play for the Taste of Belfast

**Meeting minutes April 19**

1. Call to order 6:37
   1. Attendees: Beth Hazelton, Sheila Weaver, Anne West, Tara Histed
2. Balance: $50,792.67
3. Last months minutes approved - Annie moved to approve last months minutes, Beth seconded
4. Sheila reviewed the directors report
5. The town performed some work on the second floor bathroom of the main - replaced the drain for the new sink.
6. Triad came and revamped the exterior wifi - there should be a signal at least 300 feet away the building.
7. Beth emailed out the Bi-Laws for the board to review and discuss at the May board meeting.
8. Building Project Updates - Meeting on Monday April 25th to review RFP’s.
9. The RFP was revised to reflect an extension of the deadlines.
10. Summer Concert Series - Beth did catch Reni McCumiskey, she will get back to her on dates.  Gary Bartaeu is August 15, Sean Mahon has agreed to play, Dan Zembrano has agreed to play and Jeff Weiss will play for the Taste of Belfast
11. Arts Festival (in conjunction with Cuba Library)- we would like to table this years art festival and consider having Katie write the grant for next year including her grant writing fee with a coordinator fee written into the grant.
12. Technology grant due June 1 - what types of technologies could we apply for?
13. Bill Approval
14. Adjourn - Annie moved to adjourn and Sheila seconded

**Meeting minutes March. 15**

1. Call to order 6:30
2. Balance $50,792,67
3. Last Month’s minutes approved
4. Phones are done!
5. Anonymous donor gave the library a Genesee County Village and Museum Membership to be signed out.
6. DEC donating fishing gear to be checked out.
7. Overdrive (Libby) digital collection is expanded as STLS has merged the collection with two area library systems.
8. Town board meeting next week, Beth and Annie will attend the 21st.
9. Next town board meeting on April 18th, Dave Stevick will attend.
10. Budget -- will look over programs spending in June to see if we need to adjust the amount in the future.
11. Annie moved to authorize someone at library to be certified as a Notary, David seconded it.
12. Need to discuss notarization of oaths of office, bylaws (July, or September), and pandemic plan.
13. Tales for Tots -- need to order books and bags by April.  LOOK INTO adding note for this in newsletter.  Will call White’s Imprints in Cuba about the previous order (2018-2019) and see if we can duplicate.  Will mssg Suzy to see where she ordered books, how many, etc. All board books.
14. Patty moves to approve budget, David seconds, unanimous approval:  Anne West, David Stevick, Beth Hazelton, Patty Preston, Sheila Weaver.
15. Anne nominates Beth to run for board, Patty seconds.
16. Katie Szwejbka has resigned from the board.
17. Move to approve Tara Ellison as a new board member, Annie, Patty seconded.
18. Quentin Castle works for Texture, an architecture firm in Hornell.  He met with some board members last month.  We need to find architectural plans for this library.  Will need to ask for these at the school and county building.  Will ask Sarah Preston about finding any and all library records (we have the deed).  We also need an RFP (Request for Project) -- goals, timeline, etc.  This is a document that we would be able to provide any organization/contractor, etc, that we work with in the future.
19. Summer concert series -- need to talk to Dave Zambano, Reeni, Gavin and Gary Barteau (15th), etc.  Beth handling all contacts.  Patty will work up a friendly contract with names, dates, Beth’s contact info, cell, etc.
20. Story Fest -- June 8 OR June 11.  Sheila and Patty will look over info and grant and decide about moving forward.
21. Will meet for building project Thursday, 24th, 6:30.
22. Will meet April 4th 6:30 for building project.
23. Next regular meeting is April 19th.
24. Move to adjourn, 8:03

**Meeting minutes Feb. 15**1.  Call to order 6:04

2.  Motion to approve minutes, approved.

3.  Director’s report

3.5.  Balance:  $50,792,67

4.  Phones -- need to contact STLS to work out ethernet cord issues.

5.  Town board meeting -- Beth going to next one (we will meet before the next meeting)

6.  Will type notes from Forum and continue having separate building committee meetings.

-Need approval from state preservation office, they take 6+ weeks, will need project

information etc. within a few months.

7.  Need new architect/engineer/project manager.

8.  Next Bldg Committee meeting 28th 6:30

9.  Summer concert series -- Ask Amy and Reeni, Decker from Wellsville, maybe look at Palmer Opera House list.  Mr. Barteau prefers the 15th to perform and suggested another musician.  We have enough performers at the moment!

10.  Arts Grant/Storytelling Festival -- will look at alternate grant.

11.  Bills:  Sheila will email for approval

12.  Tax ID:  we have a number to use for purchases from now on.

13.  Credit card:  we have info to apply for one. Motion to apply for business card for library use approved.

14.  Meeting adjourned 6:36!