

## 2024 Board Meeting Minutes

### Belfast Library Regular Board Meeting January 2024 Minutes

1. Call to Order and attendance: All board members present
2. Any deletions or additions: None
3. Treasure Account Update: 7,720.40/ 175,234.40
4. Approve Last Month's Minutes: Approved
5. Director's Report: Completed
6. Town board meeting. Next meeting is Feb 17 @7pm
7. Business
  1. Next newsletter is due Feb 14. Let's submit before the 14th.
    1. Maybe new campaign if ready to announce?
    2. Cookbook club
    3. Friends group signups along with info about programs....
  2. Friends of Library Update: Next meeting Feb. 5. Need to participate and push out  

Trivia Night...
  - c. Capital Project, Grants,
    1. Tecture- Plan B
    2. Adjacent property- We should be able to use state grant funds to purchase and demolish the house. Purpose would be to have a parking lot in a safer place and more green space... If main purpose is aesthetic, maybe save for a future project? Should communicate with the town board that this is a potential project.
    3. Investing funds – Will put recent grant check and donations from Friends fundraising efforts into CD. Annie moved to put 20,000 from Friends group, 170 from Trustee account into a 7 month CD at 3.65% yield. Patty seconds, all in favor.
      4. Tara made a motion to place Beth's name on the Friends account, Bob seconds, all in favor.
  - c. Taste of Belfast/ Concert Series: (bands?) Thursdays
  - c. Thursdays – Wise ok with this....Jack (Patty), Southbound (Patty), Brendan (Patty) , Reeni (Tara). Tara will find out when Reeni can play.
  5. 7th:
  6. 14th:
  7. 21st:
  8. 28th:
- f. Bills

Next regular meeting is Jan 21 @6:30pm

Belfast Library  
Regular Board Meeting  
December 2024  
Minutes

1. Call to Order and attendance: 6:35, Tara Histed, Sheila Weaver, Bob Mackmer, Beth Hazelton, Patty Preston
2. Any deletions or additions: None
3. Treasure Account Update: Total: 31,815.40 (\$7,720.40 is Trustee, rest is grant funds,  
100,000+ of grant funds are in a CD)
4. Approve Last Month's Minutes: Tara motioned, Bob seconded, Approved
5. Director's Report
6. Town board meeting. Next meeting is Jan 20 @7pm
7. Business
  1. Friends of Library Update: Information shared
    1. Thank you cards/Tax letters will go out in January (will meet and create these together)
  2. Capital Project, Programming, Grants...
    1. United Way funded programming: Discussed the following...
      1. Implement "The Literature Lounge:" Engaging book clubs with activities, discussions, and snacks for adolescents, adults, and senior citizens to enable building social support systems and connections to library services among all age groups.
      2. Offer a variety of free classes and programs that appeal to all ages, interests, and needs. Classes will be offered in areas of financial literacy, the arts, fitness and nutrition, life skills, and more.
      3. Provide a convenient location for telehealth services and advertise and coordinate these services as needed.
    2. CD Investment: Bob shared the options for how to invest the funds that have come in so interest is being gained. Beth moved that we invest funds in a CD, Tara seconded, all approved. Tara moved that we add Beth Hazelton's name to the Friends account, Patty seconded, all approved.

3. Grants: Need to form a group that will meet virtually on occasion and work on grant applications.
- c. Sign Christmas cards for staff and volunteers
- c. Taste of Belfast/ Concert Series: (bands?) Thursdays
1. Will schedule bands in January...
- c. Bills

Next regular meeting is Jan 21 @6:30pm

Belfast Library  
Regular Board Meeting  
November 2024  
Minutes

1. Call to Order and attendance: Tara Histed, Patty Preston, Beth Hazelton, Bob Mackmer, Sheila Weaver in attendance, meeting started at 6:28.
2. Any deletions or additions: No
3. Treasure Account Update: 7,900.40/ 31,995.40 (includes 7,900.40, rest is grant funds)
  1. Friends balance, 7,024 (September balance)
  2. Fall fundraising balance (3,305.00)
4. Approve Last Month's Minutes: All approved
5. Director's Report
6. Next newsletter: Early January...stack of books/thermometer, campaign...new books? Programs? QR code to Zeffy? Cookbook
7. Town board meeting. Next meeting is Dec 16 @7pm
8. Business
  1. Friends of Library Update
    1. Investigate cost of mailing options and get one out....
    2. Check cost of road signs... support Belfast Library
    3. Bookmarks/ kid's christmas books to hand out at tree lighting...
    4. Thank you notes follow-up, fix signature line....add addresses to the donor sheet before printing letters and getting them out...talk to Deb...
  2. Capital Project, Programming, Grants
    1. Tree in the park (Bicentennial Theme or ABC, look at options)
    2. Holiday program? Storytime with Santa...
    3. Donated wall hangings? Make sure Marc will talk to Kathy about the original wall hangings.
    4. GRANT....will send grant app and info to Beth/Sheila to complete
  3. Taste of Belfast/ Concert Series: (next year- dates) Thursdays
  4. Bills
    1. \$116.00 for our project boards, all approved.

Next regular meeting is Dec 17 @6:30pm

Belfast Library  
Regular Board Meeting  
October 2024  
Minutes

1. Call to Order and attendance: Tara, Sheila, Bob, Patty, and Beth Present
2. Any deletions or additions Treasure Account Update \$31,875.40 / 7780.40 is non-capital funds. (Friends Account \$7,024)
3. Approve Last Month's Minutes: Bob moved to approve, Tara seconded
4. Director's Report: Shared with group
5. Town board meeting. Next meeting is Oct 21 @7pm: Fall Fundraiser, make a pamphlet for this...
6. Business
  1. Add items to church newsletters, BABA Meetings, Legion?
    1. Rose (Catholic), Bob (Free Methodist), Craig (Methodist), Tory (Mennonite), Legion (Jopson), Eastern Stars (Dixie), Town Board (Bob).
  2. Social Media notes, Capital Project, Programming, United Way Grant
  3. Taste of Belfast/ Concert Series: (next year- dates) Thursdays – Wise ok with this....Jack (Patty), Southbound (Patty), Brendan (Patty) , Reeni (Tara)
  4. Thank you notes for donations....Ask Deb to help with this...
  5. United Way Grant Implementation...Beth will put together a google form survey about what programming people would like to see at the library...
  6. Bills

Next regular meeting is Nov 15 @6:30pm

**Belfast Library**  
**Regular Board Meeting**  
**September 2024**  
**Agenda**

1. Call to Order and attendance : Meeting began at 6:30, Sheila Weaver, Anne West, Beth Hazelton, Tara Histed, Bob Mackmer, Patty Preston present.
2. Any deletions or additions: Add programming, United Way Grant Utilization, checks for purchases to Beth, Patty, Anne.
3. Visitor: Brian Hildreth

4. Treasure Account Update: 32,760.30 (Capital Fund) / 8,8665.40 is Treasurer Acct. (100,000 in CD)
5. Approve Last Month's Minutes: Move to approve, all in favor
6. Town of Belfast Meeting
7. Director's Report
8. Town board meeting. Next meeting is Oct 21 @7pm
9. Approval of policy update -- Will add paid vacation to Director's benefits -- 30 hours after one year of service, five hours after each consecutive year, capped at ninety hours total, retroactive for current director. All approved.
10. Business
  1. Social Media notes, Capital Project, Programming, United Way Grant Utilization
  2. Boxing for Books → This Saturday!!!!
  3. Taste of Belfast/ Concert Series: (next year- dates)
  4. Bills

Next regular meeting is Oct 15 @6:30pm

**Belfast Library  
Regular Board Meeting  
August 2024  
Minutes**

1. Call to Order and attendance: 7:00, Bob Mackmer, Beth Hazelton, Tara Histed, Patty Preston, Sheila Weaver.
2. Any deletions or additions: None
3. Treasure Account Update: \$7,800.22 / \$31,995 (Capital Fund) / (\$100,000 of Capital Funds moved to CD)
  1. Email link of capital account income/balance to board
  2. LPL Financial and Verizon – investments that go back to the Hawthorne Club/ Monica Arnold, Beth working on having it all changed to Belfast Public Library. Need to find written evidence of dissolution of the Hawthorne Club being passed along to the Belfast Public Library.
4. Approve Last Month's Minutes – Approved
5. Director's Report: Increased circulation and patrons due to Summer Reading Program, had 70 signed up for that.
6. Town board meeting. Next meeting is Sept 16 @7pm, Bob will go to all meetings in future.
7. Business
  1. New Officers: Need President, Vice President, Secretary...all the same... Motions and second to appoint Patty Preston for Secretary, Ann West for Vice-President, Beth Hazelton for Vice President. All in favor.
  2. -Social media notes, capital project
  3. -Boxing for Books – Sept. 21, need to send link to

4. -Raffle – will need to bring these all Monday and add tickets for those sold digitally...
  5. Taste of Belfast:
    1. Materials/tasks for event
      1. HAVE EMCEE for beginning, middle, end...
      2. Fire Dept – Jeff / Patty YES
      3. 3Bums – Beth –YES
      4. Harringtons – Tara – YES
      5. Reserve Hall – Sheila – YES
      6. Oakes – Annie/Beth (FB Messenger) – NO
      7. Aces – Patty – YES
      8. Ada – Beth – YES
      9. E. Hosmer – Sheila – YES
      10. Rt. 19 – Sheila – YES
      11. Homestead Concessions – YES
      12. Ask Friends group to donate items for raffles?
    2. Bob has grill he will bring for raffle
    3. POLL Friends group about raffle items
    4. Sheila will double check supplies for Taste of Belfast
    5. Have a sheet we can give each vendor at the end with their cash that allows for tallies and 20%
    6. Show up 4-4:30 to help set up...
    7. Give Fire Dept free tickets to enjoy the Taste of Belfast
    8. Ask Brendan to sell tickets to Boxing for Books at Taste??? As John L Sullivan?
  6. Brian will be here next meeting- need to brainstorm questions we have for him ahead of time.
    1. Ask Marc to list questions...
    2. Email document link, everyone can add questions for Brian ahead of the meeting. Try to have refreshments...
  7. Bills: Signed
- Next regular meeting is Sept 17 @6:30pm (Brian will be here)

Belfast Library  
Regular Board Meeting  
July 2024  
Minutes

1. Call to Order and attendance: 6:35, Bob Mackmer,, Patty Preston, Sheila Weaver, Annie Histed
2. Any deletions or additions: None
3. Treasure Account Update: \$132,783.18 / \$8,043.17

4. Approve Last Month's Minutes: Approved
5. Director's Report: See spreadsheet Aug. 20, 6:30
6. Town board meeting. Next meeting is Aug. 19 @7pm
7. Business
  1. Discussion about investing grant income to a CD...Bob will meet with Tate to invest capital project funds in a high-yield CD at Community Bank (short term). Will try to have ready for signatures... Bob moved to invest \$100,000, Annie seconded, all in favor.
  2. Will work on a survey for community interest to decide on programming, book clubs, etc to go out in fall. Will apply for Allegany County grant to support programming.
  3. New Officers: August meeting on August 20th...
  4. Programs:
    1. Art class (six attended last one)
    2. Fiber Arts: Lauren will run this
    3. Paint and sip – talk to Sue Preston
    4. Book Club – need to look for someone to run a book club
  5. -Social media notes, capital project – after first three posts already planned, consider posts thanking donors, sharing total....
  6. Boxing for Books: Zoar and Brendan Heaney have agreed to Sept. 21 for new date.
    1. Send out link to everyone to buy, create FB event...
  7. -Raffle: Need to push tickets – Talk to Marc about a table.....
  8. Audio Tour – Put together...
  9. Sidewalk paint – within a week or so, add QR code
  10. -Concert series (food vendor for 2nd?), Ask Euriel abt 2nd concert (Sheila) – She will do it – Will make poster to add – vendors for all events...
  11. Taste of Belfast:
    1. HAVE EMCEE for beginning, middle, end...
    2. Fire Dept – Jeff / Patty YES
    3. 3Bums – Beth –YES
    4. Harringtons – Tara – YES
    5. Reserve Hall – Sheila – YES
    6. Oakes – Annie/Beth (FB Messenger) – NO
    7. Aces – Patty – YES
    8. Ada – Beth – YES
    9. E. Hosmer – Sheila – YES
    10. Rt. 19 – Sheila – YES
    11. Homestead Concessions – YES
    12. Ask Friends group to donate items for raffles?
      1. Bob has grill he will bring for raffle
      2. POLL Friends group about raffle items
  12. -Inside library organization, cleanup – Working on (Patty will bring bookshelf)
  13. -Sidewalk painting project – Happening soon....
  14. -United Way Grant – \$2,500 – to support book clubs and additional programming...

1. Start w/ adult book club
2. Find a school/home volunteer
15. -Summer Reading Funding: Need to work together well in advance to ensure funding.
  1. Ardent Solutions – willing to help with some of summer reading, such as end of program party...week after the program ends...
16. Fundraising – Talk to Friends/Marc about how to address large gifts...
  1. Add an I Gave because ....recognize donors and share publicly....
  2. Invite Brian to meeting in September to ask questions...
17. Bills –
  - r. Discuss paid vacation and retirement for director at meeting with Brian

in

September.

Next regular meeting is Aug. 20... @6:30pm

GET BOXING FOR BOOKS READY AGAIN

REDO THE CONCERT SERIES POSTER

REGISTER FOR TABLE AND HAVE TENT AND TABLE SET UP

SET UP VENDOR TABLE FOR BOXING FOR BOOKS

-BANNER

-AUDIO TOUR QR CODES

-STICKERS W QR CODE

-BUILDING PROJECT INFO

-RAFFLE AND ACTUAL FIRE PIT AND CHAIRS

-BOOK GIVEAWAY – ADULT BOOKS AND TALES FOR TOTS

-POSTERS

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Belfast Library  
Regular Board Meeting  
June 2024  
Minutes

8. Call to Order and attendance: 6:39, Beth Hazelton, Bob Mackmer, Tara Histed, Patty Preston, Sheila Weaver (Annie Histed absent)
9. Any deletions or additions: None
10. Treasure Account Update: \$132,238.17 / \$8,043.17
11. Approve Last Month's Minutes: Approved
12. Director's Report
13. Town board meeting. Next meeting is July 15 @7pm
14. Business
  1. New Officers: August meeting
  2. -social media notes, capital project: Email about posts, but include FB post plus original text/image.... Ask for examples from Erica...Ask Josh Cole to help...



1. Josh Cole/Brendan video w/ book, etc. Next Wednesday evening at 7:00, Zoom...MEET TO PLAN CAP CAMP ANN POSTS / Art Class July 9
3. -Boxing for Books: Need raffle items, and to sell tickets
  1. Send out link to everyone to buy, create FB event...
  2. Tara will share links w/ board and friends, talk to Annie
4. -Raffle:
5. -Concert series (food vendor for 2nd?), Ask Euriel abt 2nd concert (Sheila)
6. Taste of Belfast:
  1. Divide food suppliers, cost %? – When we ask for willingness to be involved, talk about a plan for pricing...
  2. Harrington's, Ace's, Ada, rte 19 tavern, Oak's, Bums, ??? Angelica bakery?

The library would like to make a profit at this event to support our programming. The library typically makes no profit and loses money at the Taste of Belfast but loves hosting this popular community event. Last year we had 375 in attendance and often vendors run out of food. We are asking each vendor to consider updating your pricing and portions to accommodate donating 20% of profits to the library. Would this work for you?

1. HAVE EMCEE for beginning, middle, end...
2. Fire Dept – Jeff / Patty (tables, drinks, \$\$, comment at Borellos)
3. 3Bums – Beth
4. Harringtons – Tara
5. Reserve Hall – Sheila
6. Oakes – Annie/Beth (FB Messenger)
7. Aces – Patty
8. Ada – Beth
9. E. Hosmer – Sheila
10. Rt. 19 – Sheila
- g. -Programs- summer reading, art classes, etc (perhaps this should be in Shelia's report)
- g. -Inside library organization, cleanup – Working on (Patty will bring bookshelf)
- g. -Sidewalk painting project –
- g. -United Way Grant – \$2,500 – to support book clubs and additional programming...
  1. Start w/ adult book club
  2. Find a school/home volunteer
- g. -Summer Reading Funding: Need to work together well in advance to ensure funding.
3. Ardent Solutions – willing to help with some of summer reading, such as end of program party...week after the program ends...
- g. Fundraising – Talk to Friends/Marc about how to address large gifts...
  4. Add an I Gave because ....recognize donors and share publicly....

5. Invite Brian to meeting in September to ask questions...
  - g. Bills (include audiotour.com invoice) –
  6. Approval for \$54.00 to Patty Preston for raffle tickets, approved
- Next regular meeting is July 16 @6:30pm (check your calendars- does this work? Beth will be out of town)

#### Summer Reading Program (Denise Atherton ran for years)

- Town paid Denise and for supplies (she thinks about \$200 worth).
- There were bins in the basement of the main building that housed all the supplies (glue sticks, scissors, paper, sand, etc)
- She made a schedule and changed up the days each week (so they couldn't skip on library days). K-2, 3-4, 5-6, and 7+
- Denise walked them back and forth.
- Usually got to library by 9:30
- Started with independent reading time about 20 min in childrens annex (had a box or stack of books for them to pick from- checked out to "programs"- switched them out each week. Sometimes saved a stack for older kids reading longer books to pick up the same book the next week).
- Read aloud (a book relating to the theme) again in annex
- Moved to main building basement. Usually a couple tables down the middle. They would do a craft, experiment, game relating to the theme (sometimes same for each group, sometimes different for different groups).
- If extra time, they would go in backyard and play a lawn game (she had a few materials)
- She gave them a gummy worm and walked them back up to the school.
- She kept rosters and recorded attendance, minutes read, etc that was all entered in for the program (not sure if that was for a grant or for the reading program).

#### Summer Concert Series:

1-Dave Mason??? Invite him for bicentennial weekend?  
Bicentennial concert???

15- Dan Zambrano (yes for 2024)  
22- Amy & Reeni  
29- John Wise (yes for 2024)

#### Taste of Belfast Vendors

Harringtons-

Anna Hostetler- donuts, Whoopi pies, marshmallow bars

Fire Dept-

3 Bums- pizza (josh is running the station for them)

April- by laws

June- look at budget numbers (to see about more in programs)

- Roll call of members.
- Period for public expression
- Disposition of minutes of the previous regular meetings and any intervening special meetings.
- Financial Reports
- Director's Report
- Committee reports
- Communications
- Old or unfinished business
- New business
- Review and approval of bills and warrants
- Schedule next meeting and adjournment.

#### Taste of Belfast

Venders:

Anna- sweets

Jean

Aces

Harrington's

Hotel

Bums?

Posters

Selling tickets

Getting cash/change/cash box

Raffle/baskets

Tickets

Baskets

Quilt

Belfast Library  
Regular Board Meeting  
August 2019  
Agenda

1. Call to Order
2. Any deletions or additions
3. Treasure Account Update
4. Approve Last Months Minutes
5. Directors Report
6. Town board meeting
7. Summer Concert Series 2020
8. Director Evaluation
9. New Buisness
10. Bills

## 11. Close Meeting

Belfast Library  
Regular Board Meeting  
May 21, 2024  
Minutes

1. Call to Order and attendance: Meeting starts at 6:34. Bob Mackmer, Tara Histed, Patty Preston, Sheila Weaver,
2. Any deletions or additions? NO
3. Treasure Account Update: \$132,238.17 / \$8,043.17
4. Approve Last Month's Minutes: Yes
5. Director's Report: Grant from Allegany Foundation for Summer Reading Program is approved. Flagpole and mulch, flowers, bunting, in process....
6. Town board meeting. Next meeting is June 17th @7pm. Beth will attend.
7. Business
  1. Building project:
  2. [Friends of the Library](#)
    1. Memorial Day Parade Plan: Parade is at 11...Need to buy candy...
      1. Josh and Beth and Marc and ? can be in the convertible. Will email everyone about this.
  3. Grants update: Annie working on this. Due June 14th.
  4. Banking: Secondary account established, will connect to Zeffy.
  5. Programming discussion:
    1. Advertise what is available already on a more regular basis in ways
      1. Use town sign... more in school newsletter
      2. June – talking pic of stuffed animal around town...Before summer reading
      3. Jake and Sophia would like to run a D&D program... TBA
      4. Ask Winnie to run a Paint and Sip... Sheila will talk to Winnie...July!
      5. Sue is happy to run an art class anytime! Will schedule for July and see if she would like to run three over the summer as per her preference.
      6. Annie moves for policy change to allow alcohol for library events. Tara seconds. All in favor.
  6. Volunteers: Have two volunteers (one new) who are willing to help run programs. Hired another for summer work.
  7. Meeting RE Library Website: April 29th....Building project and Meeting Minutes, 1:00.
  8. Book Sale Shelf: Need to discard books. Set up a permanent book sale shelf with donation bucket: Look for small wood bookshelf!

9. Summer Reading Program: Need to work on planning...
10. Library Spring Cleaning: Need bins to organize supplies.
11. Summer concert series/Taste of Belfast: Concert, vendors?
  1. Aug. 9th, Brendan Heaney (No vendor needed)
  2. Aug. 19th, Dan Zombrano
  3. Aug. 26th, John Wise (Taste of Belfast)
    1. Can we make this profitable?
      1. Can we talk to vendors about pricing so that we can make this more profitable, larger portions? 25%
      2. Motion to spend up to \$500 on raffle items (Solo Stove and Accessories) Beth will obtain the items, Anne will take care of the check. Patty will order tickets and make poster in early June.
12. [Boxing for Books Details](#) (*Patty will write a letter asking for items, then divvy up the ask*)...*Need AD in paper and FB asking for donations of art and sports memorabilia to benefit library's project. Do by June 10th. Need to create spreadsheet for auction.*
13. Bills (include audiotour.com invoice)

Next regular meeting is June 18th @6:30pm

Meeting adjourned at 7:51

Belfast Library  
Regular Board Meeting  
April 16, 2024  
Minutes

8. Call to Order and attendance: Meeting starts at 6:34. Bob Mackmer, Tara Histed, Patty Preston, Sheila Weaver,
9. Any deletions or additions? NO
10. Treasure Account Update: \$132,428.11 / \$8,142.11
11. Approve Last Month's Minutes: Yes
12. Town board meeting. Next meeting is May 20 @7pm. Anyone want to attend, or report? Written report will be sent by May 16th.
13. Business
  1. Building project
  2. [Friends of the Library](#)
    1. Mailing: *Need to research options.*
    2. Memorial Day: Create QR code to campaign, etc.
  3. Grants update (Ralph Wilson info, State Aid process) Annie and Bob going to Webinar...Sheila will try to gather all the info...May 2 is Webinar.
  4. Digital Donations discussion.
    1. <https://givebutter.com/BelfastLibrary>
    2. <https://www.zeffy.com/en-US/donation-form/7a81e61b-44ea-46f9-9f68-09be2f96b559>

5. Banking: Motion to open a secondary checking account for donations approved.
  1. Marc Smithers and Randa Harrington will be authorized signers.
6. Programming discussion:
  1. Advertise what is available already on a more regular basis in ways
    1. Use town sign... more in school newsletter
    2. Jake and Sophia would like to run a D&D program... June ...
    3. Ask Winnie to run a Paint and Sip... Sheila will talk to Winnie...
    4. Ask Sue P to run a summer art class...
      1. Ask Brian about this – can we have a policy about someone charging for an art class and profiting... Tara will talk to Sue
    5. Motion to change policy to allow alcohol for library events.
    6. Last newsletter – what to include? Brick by Book, Boxing, Summer Reading, Concert Series, Taste of Belfast, Raffle!!!
7. Volunteers: Wendy Bastion works at the desk and new person interested in running
 

story time. Need to look for more volunteers...
- h. Meeting RE Library Website: April 29th....Building project and Meeting Minutes, 1:00.
- h. Book Sale Shelf: Need to discard books. Set up a permanent book sale shelf with donation buckets....Bob can help with book disposal at the dump....
- h. Janine's Tales for Tots (Do we need to order books or bags for this year?) (Bookshop.org? Another website?)
 

<https://bookoutlet.com>

<https://www.thebookbundler.com>

<https://www.qualitylogoproducts.com/custom-totebags/value-nonwoven-tote.htm>

*Will someone take on this project? Order needs to be in before Memorial Day.*

Sheila will place order....
- k. Summer Reading Program: *When meet? Mon 4:30+, Thur 5+, Fri 3:15.*
- k. Library Spring Cleaning, beautification: Will ask Jeremy about Mulch, will get lots of flowers from Ken....Annie will donate hanging baskets...Jeremy will put hangars up...Will do annex too.....
- k. Summer concert series/Taste of Belfast: Whatever Beth said...Discuss changes for next year...
- k. [Boxing for Books Details](#) *Would anyone be willing to take charge of: Appetizers, Desserts, Auction items (Patty will write a letter asking for items, then divvy up the ask)...*
- k. [Telehealth](#) -- [Letter](#): Approved
- k. Fundraising: Raffle – Think about what we can raffle off...
- k. Bills (include audiotour.com invoice)

Next regular meeting is May 21 @6:30pm (check your calendars- does this work?)

Meeting adjourned at 7:47...

Summer Concert Series:

1-Dave Mason??? Invite him for bicentennial weekend?

Bicentennial concert???

15- Dan Zambrano (yes for 2024)

22- Amy & Reeni

29- John Wise (yes for 2024)

Taste of Belfast Vendors

Harringtons-

Anna Hostetler- donuts, Whoopi pies, marshmallow bars

Fire Dept-

3 Bums- pizza (josh is running the station for them)

April- by laws

June- look at budget numbers (to see about more in programs)

Belfast Library  
Regular Board Meeting  
March 2024  
Minutes

1. Call to Order and attendance at 6:36. Bob Mackmer, Beth Hazelton, Anne West, Tara Histed, Patty Preston, Sheila Weaver.
2. Any deletions or additions: question about liability insurance.
3. Treasure Account Update: \$132,337.11 / \$8,142.11
4. Approve Last Month's Minutes: Approved
5. Set up reserve accounts: Move to table for a year and see what changes w/ revenue, etc. Approved.
6. Director's Report: Discussed working with an internal auditor for an additional check on the trustee account. Front light and back camera fixed. Would like to add camera to annex door. Talk to company and get a quote for adding a camera.
7. Town board meeting. Next meeting is April 15 @7pm
  1. Town board wants new pole at library. Would like the library to get a new one and donate our old one to the little league field. We will research poles and pole lights.
  2. Complete a report to submit for next month before town board meeting.
8. Business
  1. Building project: Dave Stevick sent information about the timeline for the NYS Construction Grant and included that the timeline for each phase is extended two years for a total of six years.
  2. Friends of the Library:



3. Grant update: Applied for Allegany County Foundation. Need someone to take on the Construction Aid Process for this year. Annie and Sheila will work on letter of intent etc.
4. Summer concert series/Taste of Belfast: See if Zoar can play Taste of Belfast...

Suggestion to change to Thursdays, but not sure, might want to

keep on

Mondays.

- e. John L. Sullivan Event – Ask Reeni to play
- e. Fundraising
- e. Bills – Approved
- e. Discussion of liability insurance....
- e. Summer Reading Program: Applied for grant, will work w Lizzy Austin on the program
- e. Need to check parking lot lights – are they on sensor or timer?
- e. PROGRAMS ideas – grant due end of March – Will work on this
  1. Book Clubs
  2. Art/Hobby Classes
  3. Social Clubs

Next regular meeting is April 16 @6:30pm (Beth won't be here)

Belfast Library  
Regular Board Meeting  
Feb 2024  
Minutes

1. Call to Order and attendance: 6:32 – Bob Mackmer, Beth Hazelton, Tara Histed, Patty Preston, Marc Smithers, Annie Histed
2. Any deletions or additions: No
3. Treasure Account Update: \$132,337.11 / \$8,142.11
4. Approve Last Month's Minutes: Approved by all
5. Set up reserve accounts
6. Director's Report: Looking at improving front and flagpole lights
7. Town board meeting. Next meeting is Mar 18 @7pm: Maybe Annie or Sheila can go? Will need a representative to attend to ask for funding for the Summer Reading Program.
8. Business
  1. Policies approval? All Approved/Revised
  2. Building project
  3. Friends of the Library
    1. Marc reviewed topics for Board to consider:
      1. Sub account under Director's Report for Friends Group
        1. Will create this account and link it to online donations site.
      2. Collections of donations policies

1. Emailed school to see if they have a donor recognition letter that meets IRS criteria.
  2. Will keep donor tracking spreadsheet in Library Google Drive.
  3. Library PO will be the recipient for donations by mail.
  3. Friends group is creating "Whys" paragraph and need to think of a name of the project that is exciting
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- d. Budget: Reviewed numbers for budget proposal, agreed to 4% increase to cover minimum wage increase. Tara Histed moved to approve, Ann West seconded, all in favor.
  - d. Grant update: Applying for Allegany Area Foundation Grant for Summer Reading Program. Declined by Ralph Wilson Foundation.
  - d. New board member: Robert Mackmer
    1. Find out if notary can come to next board meeting (have contacted Patty Oliver about this)
  - d. Patty Preston nominated Ann West to serve next 5 year Term. Tara Histed seconded. Ann West accepted.
  - d. Summer concert series/Taste of Belfast: Discussed dates and activities.
  - d. Summer Reading Program: Will collaborate with school and plan in more detail soon.
  - d. Fundraising: Approved spending up to \$300 on app for Audio Tour.
  - d. Bills: Approved

Next regular meeting is Mar 19 @6:30pm

Belfast Library  
Regular Board Meeting  
Jan 2024  
Minutes

1. Call to Order and attendance: Beth Hazelton, Tara Histed, Sheila Weaver, Patty Preston
2. Any deletions or additions:
  1. Update: David Stevick submitted resignation from the board.
3. Treasure Account Update: \$132,204.61 (\$8,009)
  1. Discussed calculating minimum wage increase for next year to consider in the budget.
4. Approve Last Month's Minutes: Tara motioned, all approved.
5. Set up reserve accounts- Annie?
6. Directors Report -- In email. Santa's Story Time went very well, had appx 30 in attendance, Joanne Ross and Tate Westfall did a great job!

7. Town board meeting. Next meeting is Feb 19 @7pm- Report is due to Patty Oliver before Feb 16 -- Beth will send a report.
8. Business
  1. Review policy for recording/filming in library – All approved.
  2. Review policy for book/material removal request – All approved.
  3. Sheila will make adjustments to Mission Statement and Library Policy to reflect needed updates.
  4. Building project: No updates.
  5. Grant update: Have list of grants, need to start next application, review govt. grants and collaborate with the town board.
  6. Summer Concert Series/Taste of Belfast: No notes.
  7. Fundraising: No notes.
  8. Bills: Approved
  9. Upcoming program: Houseplant Swap

Next regular meeting is Feb 20 @6:30pm (Beth will be out of town)