

2019 Complete Secretary Report for Meeting Minutes

January 9,2019 Annual Meeting Genesee Library

Meeting Opened: At 5:08pm

Present for Library: Tricia Grover, Teresa Hopkins, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Konnica Sowers, Steve Scribner

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: Everyone Stayed in office as they were in 2017: Tricia Grover President, Teresa Hopkins Vice President, Gabe Steinwandt Treasurer, Beverly Holcomb Secretary. All board member sworn in for the 2019 year

Secretaries Report: Accepted from December meeting motion made by Beverly Holcomb/2nd by Gabe Steinwandt: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for December 19-31,2018 motion made by Beverly Holcomb/ 2nd by Teresa Hopkins: all I's passed and carried.

Steve Scribner presented the profit and loss budget vs actual for 2018- We were \$604.66 over budget.

Old Business:

- NY State Senate Bullet Aid- has arrived \$7,500.00
- Bolivar-Richburg Central School- has arrived \$21,850.00

New Business:

- Konnica Sowers was hired for 5 hours a week
- Overview of 2018- The year was good.
- New York State Sexual Harassment Training- Video one was watched by: Tricia Grover, Teresa Hopkins, Gabe Steinwandt, Beverly Holcomb, Raeanne Smith, Konnica Sowers.
- Approval was given for an outside source to do an audit of last years spending

Directors Report:

- Raeanne has been trained on using the Tc3 for allowing ILL loans from other places outside of the 44 libraries we currently use.
- Yearly ruff number were presented all numbers are in the Annual Directors Report

- Report was accepted motion made by Motion made by Teresa Hopkins 2nd Tricia Grover: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 6:50 PM

Next Meeting January 16,2019 at 5:00 PM

January 16,2019 Annual Meeting Genesee Library

Meeting Opened: At 5:00pm

Present for Library: Tricia Grover, Teresa Hopkins, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Steve Scribner

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments

Secretaries Report: Accepted from January 9th meeting motion made by Beverly Holcomb/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for January 1-16,2019 accepted motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.

Steve Scribner began talking about the annual report to start filling out the financial section.

Old Business:

- N.Y. State sexual harassment training video one- watched
- Overview of 2018-the year was good we are making great progress with the building
- Outside source will be doing an audit for the libraries 2018 spending

New Business:

- Konnica Sowers watched the N.Y. state sexual harassment training video number two on 1/15/2019

- New York State Sexual Harassment Training- Video two was watched by: Tricia Grover, Teresa Hopkins, Gabe Steinwandt, Beverly Holcomb, Raeanne Smith on 1/16/2019.
- Overview of 2019- Look into ways for better advertisement- penny saver, things are planned out for the adults and children for each month, community picnic August 8th from 6-8pm chicken from the same gentlemen, ask Melissa if she is will do help do the Chinese auction items again, pies again for Thanksgiving maybe different baked goods, Christmas raffle again, gingerbread houses at Christmas for the children next year.
- Book drop box- Tricia will get in contact with the gentlemen to have one installed in the back door.
- Keyless locks were installed, and codes were agreed upon by board of trustees

Directors Report:

- Posters were ordered and hung for state and federal compliance
- Annual report is being worked on some numbers we have gathered are: use of electronic materials in 2017 were 6 now they are 236, total circulated materials 1,249, inner loan material in 2017 were 138 2018 we inner loaned 876.
- Report was accepted motion made by Motion made by Teresa Hopkins 2nd Tricia Grover: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 6:20 PM

Next Meeting February 20,2019 at 5:00 PM

February 20,2019 Genesee Library Meeting

Meeting Opened: At 6:08pm

Present for Library: Tricia Grover, Gabe Steinwandt, Rae Smith, Beverly Holcomb

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments

Secretaries Report: Accepted from January 16th meeting motion made by Beverly Holcomb/2nd by Gabe Steinwandt: all I's passed and carried.

Treasurer's Report: Reports on all accounts for January 16-20,2019 accepted motion made by Beverly Holcomb/ 2nd by Tricia Grover: all I's passed and carried.

Old Business:

- N.Y. State sexual harassment training video two- watched
- 2019 plans
- Book Drop Box plans- estimate of \$700.00 was given- Rae is looking for a grant to help cover the cost
- Keyless entry- works well

New Business:

- New York State Sexual Harassment Training- Video three- postponed until March meeting
- Beverly Holcomb added as a signer to the Main Checking account accepted motion made by Tricia Grover/2nd by Gabe Steinwandt: all I's passed and carried.
- Construction Aid 2019/Meeting with Town of Genesee- Lease to the building has been updated dates for lease are now 8/1/2018-8/1/33 due to construction aid timeframe. Town of Genesee has prioritized some items for the grant and are in support of the changes.
- Code enforcement officer came to look at the building on 2/20/2019 and agrees updating the buildings electrical and insulation as well as making the restroom A.D.A compliant is a good place to start with the renovations.
- Code enforcement also talked about adding exit signs and working on getting the room occupancy numbers to be posted in the building also something to add would be crash bars to the exit doors of the building.
- Best Value policy has been drafted and can be accepted at the March meeting
- The 2018 audit has been completed a meal was purchased for them as payment meal total was \$23.99
- Annual report was filed with S.T.L.S for review before the deadline of February 15,2019

Directors Report:

- Weeding of the library materials is complete
- Several grants have been started for improvements to the building
- Report was accepted motion made by Motion made by Teresa Hopkins 2nd Tricia Grover: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 7:08 PM

Next Meeting March 20,2019 at 5:00 PM

April 17,2019 Genesee Library Meeting

Meeting Opened: At 5:03pm

Present for Library: Tricia Grover, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Teresa Hopkins, Steve Scribner, Konnica Sowers

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments

Secretaries Report: Accepted from the February 20th, meeting motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried.

Treasurer's Report: Reports on all accounts for February 20- April 16,2019 accepted motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.

Old Business:

- N.Y. State sexual harassment training video two- watched
- 2019 plans
- Book Drop Box plans- estimate of \$700.00 was given- Rae is looking for a grant to help cover the cost
- Keyless entry- works well
- Beverly Holcomb added as a signer to the Main Checking account accepted motion made by Tricia Grover/2nd by Gabe Steinwandt: all I's passed and carried.
- Construction Aid 2019/Meeting with Town of Genesee- Lease to the building has been updated dates for lease are now 8/1/2018-8/1/33 due to construction aid timeframe. Town of Genesee has prioritized some items for the grant and are in support of the changes.
- Code enforcement also talked about adding exit signs and working on getting the room occupancy numbers to be posted in the building also something to add would be crash bars to the exit doors of the building.

New Business:

- New York State Sexual Harassment Training 3- Not a video scenario acted out- completed by Tricia Grover, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Teresa Hopkins, Konnica Sowers
- All New York state sexual harassment training complete
- Best Value policy has been drafted and can be accepted at the May meeting
- Grant update: the library has received 3 grants, Allegany Area Foundation, Southern Tier Library Foundation and the Pilcrow foundation grant. Still waiting on funds from these foundations/forms to be filled out to accept all grants.
- Waiting to hear back from Tracie Middleton of BRCS about the summer lunch program
- Snow Plow approval for 2019-2020 year accepted motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried.

- The Genesee Quilters would like to also sell their goods at the community yard sale in June- they would need to have someone present at all times as well as set up and take down their goods

Directors Report:

- There has been a recall on two of our fire extinguishers- the company is shipping us two new ones and Ganoung's is working with us to inspect them when they arrive.
- I have been advertising more to draw more people into the library
- C.P.R course May 10 at the Cuba Library- 6 hours and cost is \$25.00 motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.
- Approval for Raeanne and Konnica to close the Library at early at 3pm on 4/30 to attend the Southern Tier Library foundation meeting to accept the grant motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.
- Director report accepted motion made by Teresa Hopkins 2nd Tricia Grover: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 6:01 PM

Next Meeting May 15,2019 at 5:00 PM

May 15,2019 Genesee Library Meeting

Meeting Opened: At 5:06pm

Present for Library: Tricia Grover, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Steve Scribner, Konnica Sowers

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments

Secretaries Report: Accepted from the February 20th, meeting motion made by Gabe Steinwandt/2nd by Tricia Grover: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for February 20- April 16,2019 accepted motion made by Beverly Holcomb/ 2nd by Tricia Grover: all I's passed and carried.

Old Business:

- New York State Sexual Harassment Training 3- Not a video scenario acted out- completed by Tricia Grover, Gabe Steinwandt, Rae Smith, Beverly Holcomb, Teresa Hopkins, Konnica Sowers
- All New York state sexual harassment training complete
- Best Value policy has been drafted and can be accepted at the May meeting

- Grant update: the library has received 3 grants, Allegany Area Foundation, Southern Tier Library Foundation and the Pilcrow foundation grant. Still waiting on funds from these foundations/forms to be filled out to accept all grants.
- Waiting to hear back from Tracie Middleton of BRCS about the summer lunch program
- Snow Plow approval for 2019-2020 year accepted motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried.
- The Genesee Quilters would like to also sell their goods at the community yard sale in June- they would need to have someone present at all times as well as set up and take down their goods
- Construction Aid- Still looking for quotes for the building to submit with our letter of intent to STLS

New Business:

- Best Value clause, Fine Free Policy, Lost or damaged Items Policy Photo Release Policy
- Community Yard sale- June 1,2019.. 9am to 4pm \$5.00 fee to be listed.
- Summer programing
- Summer Lunch Program- We would have lunches on Tuesdays, Wednesdays and Thursdays from July 9, 2019 through August 15, 2019. From 11:30 to 12:00
- Summer Hours: 11-6 Monday, Tuesday, Wednesday, Thursday Rei- Mon, Tues, Wed. Nikki Tues, Wed, Thur. This gives 21 each
- Tent Lisa Taylor- called and left a message

Directors Report:

- Allegany County Area Foundation- everything is here final report has been submitted.
- Pilcrow grant- We are selecting books now
- Southern Tier Foundation check arrived
- Waiting on the Manley foundation and the home depot grant applications
- Summer calendars will be ready by next week – programs look good
- Prized were purchased at dollar general on clearance
- All three libraries are working together for the pioneer oil days parade on a float

Committee Reports: None to be had

Adjournment: Meeting closed 6:07 PM

Next Meeting June 19,2019 at 5:00 PM

June 19,2019 Genesee Library Meeting

Meeting Opened: At 5:30pm

Present for Library: Tricia Grover, Teresa Hopkins, Rae Smith, Beverly Holcomb, Steve Scribner,

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments

Secretaries Report: Accepted from the May 15th, meeting motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.

Treasurer's Report: Reports on all accounts for May 14-June 18,2019 accepted motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.

Old Business:

- Construction Aid 2019
- Best Value policy, Fine Free policy, Lost or damaged items, Photo Release Policy
- Best Value clause, Fine Free Policy, Lost or damaged Items Policy Photo Release Policy
- Community Yard sale- June 1,2019. 9am to 4pm \$5.00 fee to be listed.
- Summer programing
- Summer Lunch Program- We would have lunches on Tuesdays, Wednesdays and Thursdays from July 9, 2019 through August 15, 2019. From 11:30 to 12:00
- Summer Hours: 11-6 Monday, Tuesday, Wednesday, Thursday Rei- Mon, Tues, Wed. Nikki Tues, Wed, Thur. This gives 21 each
- Tent Lisa Taylor- called and left a message

New Business:

- Best Value clause, Fine Free Policy, Lost or damaged Items Policy Photo Release Policies motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.
- Summer Programs- Pizza for lunch on 7/8 approved.
- New hire employee Katlynn Felt- sexual harassment training was completed on her first day of the job
- Construction Aid update: Presented in front of the STLS board of trustees, update was provided to the town of Genesee as well.
- New exterior Door purchase motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.

Directors Report:

- Profit from fundraising: \$80.05 from Yard Sale, \$40.00 from Memorial Day Flags Spring CE training provided by STLS approved motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.
- LaFever & sons: septic was pumped, placement of a riser for current tank motion made by Beverly Holcomb/2nd by Teresa Hopkins: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 6:15 PM

Next Meeting: July meeting cancelled next meeting August 21,2019 at 5:00 PM

August 21,2019 Genesee Library Meeting

Meeting Opened: At 5:08pm

Present for Library: Tricia Grover, Teresa Hopkins, Rae Smith, Beverly Holcomb, Gabe Steinwandt, Steve Scribner,

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: Gabe Steinwandt resigns at treasurer and is appointed vice president, Teresa Hopkins resigns at vice president and is appointed as treasurer, motion made by Beverly Holcomb/ 2nd Teresa Grover: all I's passed and carried.

Secretaries Report: Accepted from the June 18th meeting, motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for June 18-August 20,2019 accepted motion made by Teresa Hopkins/ 2nd by Beverly Holcomb: all I's passed and carried.

Old Business:

- Best Value clause, Fine Free Policy, Lost or damaged Items Policy Photo Release Policies motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.
- Summer Programs- Pizza for lunch on 7/8 approved.
- New hire employee Katlynn Felt- sexual harassment training was completed on her first day of the job
- Construction Aid update: Presented in front of the STLS board of trustees, update was provided to the town of Genesee as well.
- New exterior Door purchase motion made by Teresa Hopkins/2nd by Beverly Holcomb: all I's passed and carried.

New Business:

- Construction Aid- Assurance form sign by Tricia Grover,
- Tax levy for 2020- increase of 20% an amount of \$5,463.75 this will bring the library funding if approved to \$32,782.50 motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried.
- Budget first draft- majority of the budget is ok, changes will be made and an updated budget will be presented at the September 19th board meeting.

Directors Report:

- Summer Reading Report was very successful. Many participants this year.
- Need to rethink and come up with a plan for next year community picnic

- Concession sales did really well for the summer.

Committee Reports: None to be had

Adjournment: Meeting closed 6:35 PM

Next Meeting: September 19,2019 at 5:00 PM

October 16,2019 Genesee Library Meeting

Meeting Opened: At 4:56pm

Present for Library: Tricia Grover, Teresa Hopkins, Rae Smith, Beverly Holcomb, Gabe Steinwandt, Steve Scribner,

Present for Public: Virginia Cox

Public Speaking: No one present

Appointments or Elections: Virginia Cox filled out an application to become a board member, On this day October 16,2019 Virginia Cox has been sworn in and has become an active voting member of the Genesee Library Board of Trustees, motion was made by Teresa Hopkins/2nd by Tricia Grover: all I's passed and carried.

Secretaries Report: Accepted from the August 21st meeting, motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for August 20-October14,2019 accepted motion made by Beverly Holcomb/ 2nd by Tricia Grover: all I's passed and carried.

Old Business:

- Construction Aid- Assurance form sign by Tricia Grover, - has been completed
- Tax levy for 2020- increase of 20% an amount of \$5,463.75 this will bring the library funding if approved to \$32,782.50 motion made by Teresa Hopkins/2nd by Gabe Steinwandt: all I's passed and carried. - Filed with N.Y. State
- Budget first draft- majority of the budget is ok, changes will be made, and an updated budget will be presented at the September 19th board meeting. -Changes completed
- Door from Home Depot- purchased and should be available for pick up on October 22nd

New Business:

- Budget Section Draft- One change to add \$400.00 for garbage service was added. Budget was reviewed and approved for the 2020-year, motion was made by Teresa Hopkins/ 2nd by Gabe Steinwandt: all I's passed and carried.
- End of year plans- tickets for the fundraiser with the Genesee Quilters have been printed and distributed. The Thanksgiving pie and bread orders have started as well Pies \$10.00, bread 1lb for \$5.00 and pumpkin log 6inch for \$9.00 last day to order November 20th pick up on November 27th.

- We will look to advertise for summer help in March of 2020.

Directors Report:

- Things have been slower with the time of year.
- Planning for the 2020 year has started and summer reading for 2020 has already arrived.

Committee Reports: None to be had

Adjournment: Meeting closed 5:42 PM

Next Meeting: November 20, 2019 at 5:00 PM

December 18, 2019 Genesee Library Meeting

Meeting Opened: At 5:03pm

Present for Library: Teresa Hopkins, Rae Smith, Gabe Steinwandt, Virginia Cox. Present via phone Tricia Grover

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No appointments or elections

Secretaries Report: Accepted from the October 16th meeting, motion made by Teresa Hopkins/2nd by Virginia Cox: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for October 15 to December 18, 2019 accepted motion made by Gabe Steinwandt/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- Budget Section Draft- One change to add \$400.00 for garbage service was added. Budget was reviewed and approved for the 2020-year, motion was made by Teresa Hopkins/ 2nd by Gabe Steinwandt: all I's passed and carried.
- End of year plans- tickets for the fundraiser with the Genesee Quilters have been printed and distributed. The Thanksgiving pie and bread orders have started as well Pies \$10.00, bread 1lb for \$5.00 and pumpkin log 6inch for \$9.00 last day to order November 20th pick up on November 27th.
- We will look to advertise for summer help in March of 2020.

New Business:

- End of 2019- Things are in good condition for closing out the 2019 year
- Bookshelves from Manley Grant from Rustic Renderings have come in and look wonderful
- Update the volun-teen program papers and try to reengage the BRCS for students
- Gabe has resigned from the board effective 12/31/2019

Directors Report:

- Libraries holiday event on December 10th went well. Children really enjoyed the gingerbread houses.
- All grants have had their final reports submitted
- Hired a new employee to start training for 2020 year.

Committee Reports: None to be had

Adjournment: Meeting closed 5:18 PM

Next Meeting: January 8,2020 at 5:00 PM Annual Meeting, January 15,2020 at 5:00 PM

Reorganizational meeting