

## January – November 2022 Meeting Minutes

### Genesee Library 1/19/2022 Meeting

#### Annual/Reorganizational Meeting

**Meeting Opened:** At 5:5:17 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner, Present via Video Zoom: Robbie Fletcher.

**Present for Public:** Teresa Hopkins, Roberta Stuckles

**Public Speaking:** None

#### **Appointments or Elections:**

New Board Members Sworn In: Teresa Hopkins filling Voting Member slot.

**Tricia Grover**- Started 11/2017, 1/8/2020- Ends 1/8/2023.

**Virginia Cox**-Started 10/2019 Ends 10/2022

**Robbie Fletcher**- Started 6/2020-1/2021, 1/2021-Ends 1/2024

**Teresa Hopkins** Started 1/2022- Ends 1/2024

Open Board member seat new 1-year term: Voting for Offices:

President-Tricia Grover      Vice President- Virginia Cox

Secretary- Robbie Fletcher      Treasurer- Robbie Fletcher      Officer- Vacant

Board Members Sworn In: Teresa Hopkins

Approved Signers for Accounts: Main Account: Tricia Grover, Robbie Fletcher, Steven Scribner.

Books and Supplies Account: Tricia Grover, Robbie Fletcher, Steven Scribner, Raeanne Smith.

Money Market Account: Tricia Grover, Robbie Fletcher, Steven Scribner.

**Secretaries Report:** Accepted from the November 17,2021 meeting minutes motion made by Teresa Hopkins/2nd by Virginia Cox: all I's passed and carried.

#### **Treasurer's' Report:**

- Motion for Financial Reports on all accounts for November 15- December 15,2021 motion made by Tricia Grover/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.
- Motion for Financial Reports on all accounts for December 15- December 31,2021 motion made by Tricia Grover/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.
- Motion for Financial Reports on all accounts for January 1,2022 -January 18,2022 motion made by Tricia Grover/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Old Business:** Steve presented on 2021 Financials; everything looks great.

**New Business:**

- Mask Mandate In effect 12/13-1/22/22
- NYS Legislature and executive branch approved the continuation of Open Meeting Law Modifications: you may meet remotely, and you have voting rights. STLS will let us know when this changes.
- Annual Report Board member information for 2021: Name, Address, Phone Number and Email Address.
- Board Meeting Schedule for 2022 year: Every 3<sup>rd</sup> Wednesday of the month: February 16, March 16, April 13, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21.
- Board Meetings at 5pm
- Steve Scribner proposal for 2022- Accepted Motion made by Virginia Cox/2<sup>nd</sup> Teresa Hopkins: all I's passed and carried.
- How Did 2021 go over all? Really well all things considered
- Sexual Harassment Training- Completed by Tricia Grover, Virginia Cox, Robbie Fletcher, Teresa Hopkins, Raeanne Smith, Julie Fletcher.
- Plans for 2022- Budget Overview
- Audit: Will be prepared by M. Tice before next month's meeting. A dinner meeting has been approved to be paid for by the Genesee Library as payment for services. Motion made by Virginia Cox /2<sup>nd</sup> by Robbie Fletcher: all I's passed and carried.

**Directors Report:**

- Paul Lowery came in a remeasured and is starting our new bookshelves with funds from the Manley Foundation.
- One large books shelf will need to leave the building when the new shelves arrive: this shelf people can make an offer on all offers will be presented at the next board meeting. This must be picked up by the purchaser.
- Overall, we had 1326 patrons come to the library in 2021
- We held 168 programs with a total of 2,097 participants
- We provided 50 unsponsored events with 405 people in attendance
- We circulated at least 3340 materials
- We processed over 967 items

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:14 PM  
Next Meeting February 16, 2021 @ 5 pm.

**Genesee Library 2/16/2022 Meeting**

**Meeting Opened:** At 5:03 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Teresa Hopkins, Steven Scribner, Present via Video Zoom: Robbie Fletcher.

**Present for Public:** Roberta Stickles

**Public Speaking:** None

**Appointments or Elections:** New Board Members Sworn In: Roberta Stickles filling Voting Member slot.

**Tricia Grover-** Started 11/2017, 1/8/2020- Ends 1/8/2023.

**Virginia Cox-**Started 10/2019 Ends 10/2022

**Robbie Fletcher-** Started 6/2020-1/2021, 1/2021-Ends 1/2024

**Teresa Hopkins** Started 1/2022- Ends 1/2024

**Roberta Stickles** Started 2/2022-2/2025

**Secretaries Report:** Accepted from the January 19,2022 meeting minutes motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

**Treasurer's' Report:**

- Motion for Financial Reports on all accounts for January 18-February 18,2022 motion made by Teresa Hopkins/2<sup>nd</sup> by Roberta Stickles: all I's passed and carried.

**Old Business:** \*All Items completed

- New Board Members and Terms:
  - **Tricia Grover-** Started 11/2017, 1/8/2020- Ends 1/8/2023.
  - **Virginia Cox-**Started 10/2019 Ends 10/2022
  - **Robbie Fletcher-** Started 6/2020-1/2021, 1/2021-Ends 1/2024
  - **Teresa Hopkins-** Started 1/2022- Ends 1/2024-
- Approved Signers for Accounts: Main Account: Tricia Grover, Robbie Fletcher, Steven Scribner.
- Books and Supplies Account: Tricia Grover, Robbie Fletcher, Steven Scribner, Raeanne Smith.
- Money Market Account: Tricia Grover, Robbie Fletcher, Steven Scribner.
- Open Board member seat new 1-year term: Voting for Offices: President-Tricia Grover Vice President-Virginia Cox Secretary-Robbie Fletcher Treasurer-Robbie Fletcher Officer-Teresa Hopkins
  - Mask Mandate In effect 12/13-1/22/22
  - NYS Legislature and executive branch approved the continuation of Open Meeting Law Modifications: you may meet remotely, and you have voting rights. STLS will let us know when this changes.
- Annual Report Board member information for 2021: Name, Address, Phone Number and Email Address.
- Board Meeting Schedule for 2022 year: Every 3<sup>rd</sup> Wednesday of the month: February 16, March 16, April 13, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21.

- Steve Scribner proposal for 2022 Accepted Motion made by Virginia Cox/2<sup>nd</sup> Teresa Hopkins: all I's passed and carried.
- Sexual Harassment Training-Completed by Tricia Grover, Virginia Cox, Robbie Fletcher, Teresa Hopkins, Raeanne Smith, Julie Fletcher.
- Audit: Will be prepared by M. Tice before next month's meeting. A dinner meeting has been approved to be paid for by the Genesee Library as payment for services. Motion made by Virginia Cox /2<sup>nd</sup> by Robbie Fletcher: all I's passed and carried.

### **New Business:**

- Buy a 13-gallon garbage cans and bags for inside garbage. This will help with odor in the community room.
- February 10, 2022. Masks are still required in schools, health care facilities and other state-listed establishments. Are we at this point changing our mask mandate? Masks are optional in the building as of today 2-16-2022.
- Annual Report Review Approval: Motion made by Virginia Cox/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried
  - Bills we need to reevaluate service charges: gas, electric, phone, internet, Insurance policy- we are willing to reevaluated and get estimates for new prices.
  - Grants:
    - ACWC grant- Craft, outdoor fun items, cooking classes, graham cracker house building. - approved
    - Allegany Area County Foundation- AC unit and a new bookshelf: \$500.00- approved
    - Foundation for Southern Tier Libraries- Summer lunch program food funding, crafts and reading incentives. - Approved
    - Manley Grant- Exercise equipment for the community. Stationary bike, Treadmill, Elliptical. - This needs to be discussed farther- Insurance, Liability, Community Pole taken.
    - Genesee Valley Rural Revitalization Grant- boiler water tank, gutters, weatherization, insulation, electrical. - Approved the Town is working with us on this grant.

### **Directors Report:**

- This month we have worked on weeding out books and cleaning up the shelves.
- We have been adding new materials to our collections
- We had frozen pipes and had to close for a day
- Planning events for the year
- I have been working on filling out and meeting with the town about the Genesee Valley Rural Revitalization Grant. They are willing to fund the grant however it will need to be a prevailing wage job.
- This month we will continue to apply for more grants.

- 4 of the 7 bookshelves are complete and in. The next 3 shelves should be in next week. I will then be able to submit a final grant report.
- I received a price for the additional bookshelf that needs to be purchased.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:20 PM

Next Meeting March 16,2022 @ 5 pm.

## **Genesee Library 3/16/2022 Meeting**

**Meeting Opened:** At 5:04 pm

**Present for Library:** People Present: Virginia Cox, Raeanne Smith, Teresa Hopkins, Roberta Stickles, Steven Scribner, Present via Video Zoom: Robbie Fletcher.

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:** None

**Secretaries Report:** Accepted from the February 16,2022 meeting minutes motion made by Teresa Hopkins/2nd by Robbie Fletcher: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for February 18- March 15,2022 motion made by Virginia Cox/2<sup>nd</sup> by Roberta Stickles: all I's passed and carried.

**Old Business:** \* All Items completed

- Mask Mandate by *Governor Hochul: New York State will drop its mask mandate effective tomorrow, Thursday, February 10, 2022.* Masks are still required in schools, health care facilities and other state-listed establishments. Are we at this point changing our mask mandate?
- Annual Report Review Approval: Motion made by Virginia Cox/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried
- Bills we need to reevaluate service charges: gas, electric, phone, internet, Insurance policy.
  - Grants:
    - ACWC grant- Craft, outdoor fun items, cooking classes, graham cracker house building.
    - Allegany Area County Foundation- AC unit and a new bookshelf: \$500.00
    - Foundation for Southern Tier Libraries- Summer lunch program food funding, crafts and reading incentives.
    - Manley Grant- Exercise equipment for the community. Stationary bike, Treadmill, Elliptical.
    - Genesee Valley Rural Revitalization Grant- boiler water tank, gutters, weatherization, insulation, electrical.

**New Business:**

- Audit update: 2019, 2020,2021: motion made by Teresa Hopkins/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

- Spring events- cooking classes dates times all in place.
- Summer Program- Things are coming together. Looking into doing an Ice Cream social for a fundraiser. Benjamin Berry has been scheduled for this upcoming summer. Instructional program agree upon for this year.
- Exercise Equipment- Insurance Update, Town Update, Surveys:
  - Online Votes: NO \_\_5\_\_ Yes \_\_30\_\_
  - Paper Votes: NO \_\_8\_\_ Yes \_\_13\_\_
  - Total NO \_\_13\_\_ Yes \_\_43\_\_
  - Insurance will be increase \$299 more each year and the town would need to be listed. A liability waiver would need to be in place. Do the increased cost this program will be reassessed at next month's meeting.
  - Board Member opinions, voting. No voting took place
  - Other options for things to apply for- T-shirts and outdoor equipment.
- Board Member Training- May 3<sup>rd</sup>- Teresa Hopkins, Virginia, Roberta for meeting here. June 14<sup>th</sup> meeting Robbie will meet here for meeting.
- STLS will be contacted for a meeting to help with training and a refresher.
- The driveway is a major concern- Contact the town
- There has been talk that patron are interested in Yoga Classes.

**Directors Report:**

- All bookshelves have been complete and final report completed.
- Annual Report was submitted
- ACWC grant was approved for \$810.00 for Cooking Classes
- Other grants are in various stages of completion and submission.
- Benjamin Berry has been scheduled again for this year

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:05 PM  
Next Meeting April 20th,2022 @ 5 pm.

## **Genesee Library 4/20/2022 Meeting**

**Meeting Opened:** At 5:00 pm

**Present for Library:** People Present: Virginia Cox, Raeanne Smith, Teresa Hopkins, Roberta Stickles, Steven Scribner, Robbie Fletcher.

**Present for Public:** STLS: Brian Hildreth and Erika Jenns

**Public Speaking:** STLS presentation.

**Appointments or Elections:** None

**Secretaries Report:** Accepted from the March 16,2022 meeting minutes motion made by Teresa Hopkins/2nd by Virginia Cox: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for March 15- April 19,2022 motion made by Roberta Stickles/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Old Business:** \* All Items completed

- Audit update: 2019, 2020,2021 -Done
- Spring events- cooking classes- Update
- Summer Program- Update
- Exercise Equipment- Moved to April meeting
- Board Member Training- Still picking days

### **New Business:**

- Meeting with STLS: Training: Board members roles and responsibilities 1 hour: Credit to Tricia Grover, Virginia Cox, Robbie Fletcher, Teresa Hopkins, and Roberta Stickles.
- Exercise Equipment- Insurance Update, Town Update, Surveys:
  - Online Votes: NO \_\_5\_\_ Yes \_\_30\_\_
  - Paper Votes: NO \_\_8\_\_ Yes \_\_13\_\_
  - Board Member opinions, voting. 1<sup>st</sup> \_\_\_\_\_ / 2<sup>nd</sup> \_\_\_\_\_
  - Insurance will be increase \$299 more each year and the town would need to be listed. A liability waiver would need to be in place. Do the increased cost this program will be reassessed in April
  - This item will be reevaluated in in September.
  - Other options for things to apply for T-shirts and outdoor equipment, carpet shampooer, tackle boxes.
- Community Picnic- August 18<sup>th</sup> from 5-7.
- New Checks need to be ordered we are on our close to our last pack. Checks need to be signed. Three checks from the books and supplies account as well. Motion made by Robbie Fletcher/2<sup>nd</sup> Tricia Grover: all I's passed and carried.
- Board Members will attend **May 3 | Topic: Planning & Evaluation.** A pizza will be provided that night.

### **Directors Report:**

The ACWC grant was increased from 810.00 to 900.00 for the cooking classes

The Allegany Area County Foundation grant written by Julie was approved. This was for \$1,000.00 the Juv bookshelf and an ac unit for the library side. That was been completed and we are working on a final report now.

The United Way Letter of intent was accepted were asked to apply we did and are awaiting a response.

The GVVR round 2 Grant- was submitted on March 16, and we are awaiting results for that.

The paint donation from True Value was submitted by the new owners of the Bolivar Hardware store. That has been accepted and I am now looking into contractors so we can present to the Town board for a donation to fund repainting the building.

The Technology grant "Appalachian Regional Commission" with STLS is on track no determination yet but looking good.

We are starting to make some plans for summer reading now and getting the final bits of things in order.

The first two cooking classes have been complete we are opening all the classes to different age groups. This have been going very well with them. I am very excited for our next class. Please keep spreading the word.

I purchased some nice pots for plants our current plants were sending off babies, so we are going to try and sell them for a fundraiser. \$5.00 for a small plant, \$10.00 for a big plant.

Julie and I also had a question if it would be worth is if we became Notary this may be another service, we could offer we are looking into it more. - Julie will be looking into more information since this has such a positive response.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:48 PM

Next Meeting May 18th,2022 @ 5 pm: Steve will not be present at the May meeting. Profit and loss sheet will be emailed ahead of time.

## **Genesee Library 6/15/2022 Meeting**

**Meeting Opened:** At 5:00 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Teresa Hopkins, Roberta Stickles, Steven Scribner, Robbie Fletcher.

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:** None

**Secretaries Report:** Accepted from the April 20,2022 meeting minutes motion made by Teresa Hopkins/2nd by Virginia Cox: all I's passed and carried.

**Treasurer's Report:** Motion for Financial Reports on all accounts for April 19- June 14,2022 motion made by Roberta Stickles/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried.

**Old Business:** \* All Items completed

- Meeting with STLS: Training: Board members roles and responsibilities 1 hour completed.
- Exercise Equipment- Insurance Update, Town Update, Surveys:
  - Online Votes: NO \_\_\_5\_\_\_ Yes \_\_\_30\_\_\_
  - Paper Votes: NO \_\_8\_\_\_ Yes \_\_13\_\_\_
  - Insurance will be increase \$299 more each year and the town would need to be listed. A liability waiver would need to be in place. Do the increased cost this program will be reassessed in September
- Community Picnic-August 18<sup>th</sup> from 5-7 pm.



- New Checks need to be ordered we are on our close to our last pack. Checks need to be signed. Three checks from the books and supplies account as well. - Completed
- Board Members will attend **May 3 | Topic: Planning & Evaluation**. A pizza will be provided that night.
- All Board Member two hour of education training for 2022 is done.

#### **New Business:**

- Spectrum Internet: on Friday June 3<sup>rd</sup>, Spectrum shut off our government curtsy account for internet. They report there was a notification sent in July of 2021. Raeanne has worked with Tricia Grover and Robbie Fletcher to get this resolved quickly. STLS has also been made aware of the situation. Internet was disconnected on Friday June 3<sup>rd</sup> and restored June 9<sup>th</sup> at 8:30 PM.
  - New contract is month by month with internet and phone/fax at a cost of \$94.98 plus taxes and fees. - motion made by Virginia Cox/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried.
- Summer Reading Program-
  - Calendars: done and ready for posting
  - Lunch Menus: done and ready for posting
  - Donations: community members are helping this year to work on it.
- Community Picnic: Donations are being gathered and we flyers are being made.
- Four Bids are available to choose from for Painting the building in the late summer early fall of 2022.
  - Bid 1: \$20,000.00 Bid 2: \$8,500.00 + Bid 3: \$26,000.00 Bid 4: \$22,000.00

The bid that was choose for the job: T.L.C. Painting at a cost of \$22,000.00. Raeanne with notify Chris and Mrs. Mannix about selection as well as attend the Town of Genesee board meeting next Tuesday June 21,2022. Motion made by Teresa Hopkins /2<sup>nd</sup> by Robbie Fletcher: all I's passed and carried.

- Summer Youth Employment: Three Youth will be working here this summer.

#### **Directors Report:**

- Notary information was given and will be looked for the budget for 2023
- The Technology grant "Appalachian Regional Commission" with STLS has been accepted and we are just waiting on STLS for more information.
- We recently applied to the Manley foundation for help in getting a custom sign for out front and a few other small items for the building, such as a carpet shampooer, hose, and cordless snow blower/shovel for the winter months.
- Flyers for summer have been made and donation letters are being sent out as well We have two amazing community members that are helping with donations this year. Two community members are working hard on getting donations for us. They are also hanging flyers around to advertise the community picnic as well.
- May 9<sup>th</sup> Julie and I attend an all day training for First aid mental heath for youth. - Reimbursement for mileage and lunch cost is submitted.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:00 PM  
Next Meeting July 20,2022

## **Genesee Library 7/20/2022 Meeting**

**Meeting Opened:** At 5:07 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Teresa Hopkins, Steven Scribner, Julie Fletcher

**Present for Public:** Kimberly Miller, Robert Otto, Brittany Pangburn.

**Public Speaking:** Robert Otto and Brittany Pangburn: Discussed the Community picnic. Revision of hours for event, Food truck option. Some of the items that have been donated were also discussed.

### **Appointments or Elections:**

Roberta Stickles provided a formal resignation effective 7/20/22.

New Board Members Sworn In: Kimberly Miller filling Roberta Stickles Voting Member position.

**Tricia Grover-** Started 11/2017, 1/8/2020- Ends 1/8/2023.

**Virginia Cox-**Started 10/2019 Ends 10/2022

**Robbie Fletcher-** Started 6/2020-1/2021, 1/2021-Ends 1/2024

**Teresa Hopkins** Started 1/2022- Ends 1/2024

**Roberta Stickles** Stated 2/2022- Resigned 7/22

**Kimberly Miller** Started 7/2022-2/2025: Oath of office completed 7/20/22

**Secretaries Report:** Accepted from the June 15,2022 meeting minutes motion made by Virginia Cox/2nd by Kimberly Miller: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for June 14- July 18,2022 motion made by Teresa Hopkins/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Old Business:** \* All Items completed

- Spectrum Internet: on Friday June 3<sup>rd</sup>, Spectrum shut off our government curtsy account for internet. They report there was a notification sent in July of 2021. Raeanne has worked with Tricia Grover and Robbie Fletcher to get this resolved quickly. STLS has also been made aware of the situation. Internet was disconnected on Friday June 3<sup>rd</sup> and restored June 9<sup>th</sup> at 8:30 PM.
  - New contract is month by month with internet and phone/fax at a cost of \$94.98 plus taxes and fees. - motion made by Virginia Cox/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried.
- Summer Reading Program-
  - Calendars: done and ready for posting
  - Lunch Menus: done and ready for posting
  - Donations: community members are helping this year to work on it.
- Community Picnic: Donations are being gathered and we flyers are being made.
- Four Bids are available to choose from for Painting the building in the late summer early fall of 2022. The bid that was choose for the job: T.L.C. Painting

### **New Business:**

- Community Picnic: Donations are coming along great
  - There has been a question how everyone would feel about having a chicken BBQ vendor come in and he would charge \$ 15.00 for a plate of food and the library would make \$ 4.00 profit per plate sold. BBQ chicken and two sides. Salt potatoes and baked beans. The macaroni and cheese will be provided by Raeanne three pans. There will also be a \$9.00 Chicken tender and fry dinner for children.
  - There will be an ice cream social for the 2023 Summer reading program fundraiser.
  - Time changes for the event 4 to 8 pm. We will be preparing for 90 portions of food.
  - Scott Fuller will be updated on the event so the property can be mowed the day before.

### **Directors Report:**

I was on vacation from June 29<sup>th</sup> – July 10<sup>th</sup>. During this time: Julie did a great job

- There was an issue with the quilters signing the building use agreement. This was resolved when I returned home
- There was a question concerning the pride flag that was displayed for the month of June. This was solved when I came home and by taking it down with it now being July.

Summer reading has been underway there have been many youths both new and old added to the program. So far, we had

Monday 7/11: 19 youth, Tuesday: 30 youth, Wednesday: 30 Youth, Thursday 25 Youth We have 4 summer youth employees this year. Two are returning from last year and two new youth have joined us.

We received two unrestricted donations this year one from the BRCS teacher association and from the Bolivar Lions club I would like to use a total of \$250.00 to buy this year's children's reading program prizes. \$300.00 is approved for prizes.

STLS Appalachian Regional Commission Grant Project has now opened. We need to select the computers. The grant was a 70 percent match so we can purchase up to \$2,478.00 worth of new computers the grant will cover \$1,734.60. That is a cost of \$743.40 to the library. We have \$600.00 from this year's budget and \$400.00 from last year budget set aside for this cost.

We received that Manley foundation grant this year for an amount of \$1,717.00 this will cover the new custom built sign out front, carpet cleaner, hose, snow blower and additional items for the sign.

The Town of Genesee provided the library with funds for the painting project. These funds were because of all the work we did during covid for the community.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:00 PM

Next Meeting August 17,2022 5pm, The community picnic is Thursday August 18<sup>th</sup>.

## **Genesee Library 8/17/2022 Meeting**

**Meeting Opened:** At 5:08 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Teresa Hopkins, Steven Scribner, Kimberly Miller

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:** Robbie Fletcher provided a formal resignation effective 8/18/22. Leaving Treasurer and Secretary positions vacant. And he will be removed from the bank accounts effective immediately.

**Tricia Grover-** Started 11/2017, 1/8/2020- Ends 1/8/2023: President

**Virginia Cox-**Started 10/2019 Ends 10/2022: Vice President

**Vacant Seat-**Ends 1/2024: Voting Member

**Teresa Hopkins** Started 1/2022- Ends 1/2024: Treasurer

**Kimberly Miller** Started 7/2022-2/2025: Oath of office completed 7/20/22: Secretary

New Position were Teresa Hopkins as a signer on all bank accounts and Kimberly Miller as Secretary. Motion made by Tricia Grover/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Secretaries Report:** Accepted from the July 20,2022 meeting minutes motion made by Teresa Hopkins/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for June 14- July 18,2022 motion made by Kimberly Miller/2<sup>nd</sup> by Virginia Cox: all I's passed and carried.

**Old Business:** \* All Items completed

- Community Picnic: Donations are coming along great
  - There has been a question how everyone would feel about having a chicken BBQ vendor come in and he would charge \$ 15.00 for a plate of food and the library would make \$ 4.00 profit per plate sold. BBQ chicken and two sides. Salt potatoes and baked beans. The macaroni and cheese will be provided by Raeanne three pans. There will also be a \$9.00 Chicken tender and fry dinner for children.
  - There will be an ice cream social for the 2023 Summer reading program fundraiser.
  - Time changes for the event 4 to 8 pm. We will be preparing for 90 portions of food.
  - Scott Fuller will be updated on the event so the property can be mowed the day before.

**New Business:**

- Community Picnic is tomorrow: 8/18/22

- Summer Program will end tomorrow: 8/18/22
- Appalachian Regional Commission (ARC) Grant: has been awarded and we are going to start purchasing items soon.
- Fire Protection was completed on 8/2/22
- 

**Directors Report:**

July: participants for each event

Lunches: 167 Story: 248 Craft:248 Activity:245 Outdoor:211

We had 1119 participants with several teen volunteers.

We were also gifted with the Manley Grant This was Julies first solo named grant this was for the new sign outside.

We also received the United way grant and that helps to cover all the cost for the Summer. We had so many donations this year.

I am really considering cutting the program back to three days a week next year. This will allow us to save more on funding and also, I will be putting together a proposal for the school to provide lunches next year.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:10 PM

Next Meeting September 21,2022 5pm

## **Genesee Library 9/21/2022 Meeting**

**Meeting Opened:** At 5:03 pm

**Present for Library:** People present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner and Kimberly Miller. Teresa Hopkins was present via telephone.

**Present for Public:** None.

**Public Speaking:** None.

**Appointments or Elections:** None.

**Secretary's Report:** Accepted from the August 17, 2022 meeting minutes, motion made by Virginia Cox seconded by Tricia Grover. All ayes passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for August 16 – September 19, 2022 – motion made by Tricia Grover, seconded by Virginia Cox. All ayes passed and carried.

**Old Business:** Done.

- Community picnic was held on August 18, 2022.
- Summer Program completed August 18, 2022.
- Appalachian Regional Commission (ARC) Grant secured-two computers and color all-in-one printer were purchased including a 4 year protection plan rendered \$78.48 over budget. STLS to reimburse \$1,734.60. Total spent by the library for these purchases is \$821.88.

**New Business:**

- Community picnic was held on August 18, 2022. We served a chicken barbecue, had free school supplies, and provided an ice cream bar for free. The tables were inside, and the auction was in the library. A total of \$1,641 was raised. All in all, it was a fundraising success, however, concerns were raised regarding: not enough food, food vendor not properly prepared to cook French fries and chicken nuggets for kids' meals (Raeanne ended up cooking them in the library kitchen), chicken dinner preorders were sold to non-preorder customers, baked beans were actually canned pork and beans, some chicken was not completely cooked, "salt potatoes" were not cooked prior to vendor arriving, and vendor left unannounced. Next year, a vendor will be contacted to offer Italian sausage with peppers and onions, hamburgers, hot dogs and side dishes (macaroni and/or potato salad, and/or French fries). The date for the 2023 Community Picnic will be August 17, 2023. Virginia Cox made a motion, seconded by Kimberly Miler to accept the food choices and date for next year's community picnic. All ayes passed and carried.
- Summer Reading Program: Lunches: 333 served; Participants: Story: 473; Craft: 436; Activity: 437; Outdoor: 415. A total age of 0-5: 298; 6-11: 1,652; 12-18: 146; with a grand total of 2,096 participants for summer reading this year. Summer Reading Program for 2023 will run 7/10/2023 – 8/17/2023.
- Employee Evaluations: Raeanne Smith, Library Director: all Board Members are "Highly Satisfied" with Raeanne. Julie received a 29/30 from Library Director, as she is still learning her position. Tricia Grover made a motion seconded by Kimberly Miller to accept the employee evaluations. All ayes passed and carried.
- Tax Levy: A motion was made by Virginia Cox and seconded by Kimberly Miller to ask for a 15% increase of \$5,737.00 from the Bolivar-Richburg Central School District. All ayes passed and carried.
- Budget for 2023 (proposed copy attached): Tabled until next month, when a vote will take place.
- Fall/Winter Plans: Haunted House Decorating (preassembled house) for community, ready to decorate – October 1-18 to drop by and decorate, October 19 for judging. Christmas – partner with Bolivar and Richburg Libraries to donate food items. Possibly have a Christmas cookie bake sale for community.
- "Hometown Heroes" flags – Theresa Hopkins suggested placing flags as other communities to honor our military members. Possibly contact Bolivar and Portville fire workers for input. Raeanne and Julie will research this.
- Old Laptop: Theresa Hopkins would like to give a donation of \$20 to the library for the old laptop. Virginia Cox made a motion, seconded by Tricia Grover to allow Theresa to have the laptop for \$20. All ayes passed and carried.
- Painting of Library: This is finished. 40% of cost of painting was paid at the start of the job, 40% was paid at the end of the job, and 20% is being held pending the Board's approval of the job. Virginia Cox made a motion, seconded by Kimberly Miller to approve the paint job as is and to release the remaining 20% payment to Chris Graves of TLC. All ayes passed and carried.

### **Director's Report:**

Summer reading finished. It was a great year; very busy.

The community picnic was great. It was stressful to do everything in one day, however, director believes it helped with the fundraising.

Julie and Raeanne prepared for the August election, cleaned and cleaned and cleaned, getting the building back in order.

Painting from TLC began 8/24/22.

Raeanne worked on staff evaluations and got all paperwork completed for the summer youth employees, as well as Julie's yearly evaluation.

The new schedule for Julie and Raeanne is working out great.

ARC GRANT – see above under OLD BUSINESS. All new devices and printer are up and running.

Raeanne is looking forward to fall, having the Haunted House building competition (like gingerbread houses but spooky). She is working on the details. There has been talk about

doing a trunk for treat at the library this year, or table decorations for kids to receive candy and community members to come and hang out. Prizes for the haunted houses could be gift cards.

Raeanne has applied for two more grants – STLS Outreach Mini Grant: \$750 for books to help people with developmental or learning disabilities. Also books about how to handle your

feelings. The second grant was a diversity, equality and inclusion micro grant for \$500. These books would be fitting under those categories, and we would also offer two cooking classes to help educate community members as well. \$180 in cooking classes and \$320 in books.

**Committee Reports:** None

**Adjournment:** Meeting closed at 6:45 PM by President Tricia Grover.

Next Meeting: October 19, 2022 at 5pm

/kam

## **Genesee Library 10/19/2022 Meeting**

**Meeting Opened:** At 5:00 pm

**Present for Library:** People present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner and Teresa Hopkins. Kimberly Miller was present via telephone.

**Present for Public:** None.

**Public Speaking:** None.

**Appointments or Elections:** None.

**Secretary's Report:** Accepted from the August 17, 2022, meeting minutes, motion made by Teresa Hopkins seconded by Virginia Cox. All ayes passed and carried.

**Treasurer's Report:** Motion for Financial Reports on all accounts for August 16 – September 19, 2022 – motion made by Virginia Cox, seconded by Tricia Grover. All ayes passed and carried.

**Old Business:** Done.

- Community picnic was held on August 18, 2022. We served a chicken barbecue, had free school supplies, and provided an ice cream bar for free. The tables were inside, and the auction was in the library. A total of \$1,641 was raised. All in all, it was a fundraising success, however, concerns were raised regarding: not enough food, food

vendor not properly prepared to cook French fries and chicken nuggets for kids' meals (Raeanne ended up cooking them in the library kitchen), chicken dinner preorders were sold to non-preorder customers, baked beans were actually canned pork and beans, some chicken was not completely cooked, "salt potatoes" were not cooked prior to vendor arriving, and vendor left unannounced. Next year, a vendor will be contacted to offer Italian sausage with peppers and onions, hamburgers, hot dogs and side dishes (macaroni and/or potato salad, and/or French fries). The date for the 2023 Community Picnic will be August 17, 2023. Virginia Cox made a motion, seconded by Kimberly Miller to accept the food choices and date for next year's community picnic. All ayes passed and carried.

- Summer Reading Program: Lunches: 333 served; Participants: Story: 473; Craft: 436; Activity: 437; Outdoor: 415. A total age of 0-5: 298; 6-11: 1,652; 12-18: 146; with a grand total of 2,096 participants for summer reading this year. Summer Reading Program for 2023 will run 7/10/2023 – 8/17/2023.
- Employee Evaluations: Raeanne Smith, Library Director: all Board Members are "Highly Satisfied" with Raeanne. Julie received a 29/30 from Library Director, as she is still learning her position. Tricia Grover made a motion seconded by Kimberly Miller to accept the employee evaluations. All ayes passed and carried.
- Tax Levy: A motion was made by Virginia Cox and seconded by Kimberly Miller to ask for a 15% increase of \$5,737.00 from the Bolivar-Richburg Central School District. All ayes passed and carried.
- Budget for 2023 (proposed copy attached): Tabled until next month, when a vote will take place.
- Fall/Winter Plans: Haunted House Decorating (preassembled house) for community, ready to decorate – October 1-18 to drop by and decorate, October 19 for judging. Christmas – partner with Bolivar and Richburg Libraries to donate food items. Possibly have a Christmas cookie bake sale for community.
- "Hometown Heroes" flags – Theresa Hopkins suggested placing flags as other communities to honor our military members. Possibly contact Bolivar and Portville fire workers for input. Raeanne and Julie will research this.
- Old Laptop: Theresa Hopkins would like to give a donation of \$20 to the library for the old laptop. Virginia Cox made a motion, seconded by Tricia Grover to allow Theresa to have the laptop for \$20. All ayes passed and carried.
- Painting of Library: This is finished. 40% of cost of painting was paid at the start of the job, 40% was paid at the end of the job, and 20% is being held pending the Board's approval of the job. Virginia Cox made a motion, seconded by Kimberly Miller to approve the paint job as is and to release the remaining 20% payment to Chris Graves of TLC. All ayes passed and carried.

### **New Business:**



- We have a few gallons of extra paint would we like to donate them somewhere to be used. I am keeping one gallon for touch ups. Extra's will be sold at \$15.00 per gallon or \$10.00 per gallon if someone wants everything.
- Teresa H. turned the computer back in and her \$20.00 was given back. The computer would not work for her use. Since then, it has been reset and discarded.
- Tax Levy: 15% agreed upon during September meeting.
- Budget for 2023: motion was made by Teresa Hopkins seconded by Virginia Cox. All ayes passed and carried.
- Winter plans: partnering with the libraries to do the Christmas event
- Can we override the budget/ or approve up to \$900.00 so Raeanne can purchase or a new director's computer. Christmas sales may allow for a great deal on a new machine. Board members agreed that this is an important needed machine it is best to just purchase one now motion made by Teresa Hopkins seconded by Virginia Cox. All ayes passed and carried.

**Director's Report:**

- Things are going great not much to report:
- Julie has done an amazing job decorating the library
- On October 7<sup>th</sup> I went out the STLS annual meeting and received an award for 2022 Sustainable practices. This nomination was from Mandy Fleming at STLS with the huge help from Julie. I can't believe it. Attached is the mileage reimbursement form for the day.
- We have had a great turn out for Haunted House decorating Contest especially on October 10<sup>th</sup> when school was closed.

**Committee Reports:** None

**Adjournment:** Meeting closed at 5:24 PM by President Tricia Grover.

Next Meeting: November 16, 2022 at 5pm

\*Attached is the 2023 budget that was adopted by the Genesee Library Board during the October 19, 2022.

## **Genesee Library 11/16/2022 Meeting**

**Meeting Opened:** At 5:0 pm

**Present for Library:** People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Teresa Hopkins, Steven Scribner,

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:**

**Secretaries Report:** Accepted from the October 19 meeting minutes motion made by Teresa Hopkins/2nd by Tricia Grover: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for October 18- November 14th motion made by Virginia Cox/2<sup>nd</sup> by Tricia Grover: all I's passed and carried.

**Old Business:** \* All Items completed

- We have a few gallons of extra paint would we like to donate them somewhere to be used. I am keeping one gallon for touch ups. Extra's will be sold at \$15.00 per gallon or \$10.00 per gallon if someone wants everything.
- Teresa H. turned the computer back in and her \$20.00 was given back. The computer would not work for her use. Since then, it has been reset and discarded.
- Tax Levy: 15% agreed upon during September meeting.
- Budget for 2023: motion was made by Teresa Hopkins seconded by Virginia Cox. All ayes passed and carried.
- Winter plans: partnering with the libraries to do the Christmas event
- Can we override the budget/ or approve up to \$900.00 so Raeanne can purchase or a new director's computer. Christmas sales may allow for a great deal on a new machine. Board members agreed that this is an important needed machine it is best to just purchase one now motion made by Teresa Hopkins seconded by Virginia Cox. All ayes passed and carried.

**New Business:**

- Winter Plans- Christmas holiday event and school break events movie afternoons
- Plans for 2023- cooking classes in January & February.
- December Meeting 12/21/22-? Meeting Cancelled see everyone in January. January Meeting will be longer
- Genesee Valley Rural Revitalization Grant: Bid Package and Timeline
  - Bids Due January 18th
- Meetings for 2023: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, December 20
  - At 5:30 PM

**Directors Report:**

- We received two grants from STLS with the COSAC:
  - Micro grant for \$500.00 for 2 cooking classes in January and February and books on diversity and inclusion.
  - Mini grant for \$300.00 for books on learning development and learning disabilities.
- We received notification about the Genesee Valley Rural revitalization grant: getting things figured out is going to be difficult. One step at a time. This is not a grant STLS has experience with however they are very willing to help guide us.
  - This is the reimbursable grant for the historical registration and weatherization, new boiler and water tank, gutters, dehumidifier ext...
  - There are some papers that need to be notified and submitting and we also need to file for a vendor SFS id.

- We have ordered the mini and micro grant materials and are working on getting them sorted and ready to go as items arrive
- We had a lot of compliments from the public as they came into vote and Julie was able to work that day, so we were open. It all was very positive.
- We are waiting to hear a date for the December festivities with the libraries.
- Currently Julie is processing and weeding the library.
- I have started to gather our data for the annual report and getting a planner set up for 2023

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 5:44 PM

Next Meeting January 18, 2023 At 5:30 PM