

**Hamlin Community Library  
Board of Trustees Meeting  
November 4, 2020**

**Present:** George Waters-President, Jacky Gillette-Treasurer, Jamie DiLeo, Cheryl Hope, Carol McManus, Deborah Wheeler, Lynn Scramuzza, Director, Joy Monroe, Assistant Director

**Absent:** Duane Austin, Joan Condel-Secretary

**Visitors:** Sharon Carroll

Meeting called to order at 5:33 PM

**Minutes:** motion for the minutes to be approved as presented made by Jacky Gillette and seconded by Carol McManus. **Motion carried**

**Treasurer's Report:** Jacky thanked Lynn for printing out the reports. She reported that the budget is in line, 88% of revenue projected and followed, 84% of budget spent. Vanguard has \$285,000 in it. There was a meeting for the 2021 budget. The budget is set for \$119,675 and is in the library finance folder for everyone to look over before the next meeting. Email or call with questions. Deborah Wheeler made a motion to accept the report. Carol McManus seconded and the motion carried.

**Governance Committee Update:** Deborah Wheeler stated that they will need to reschedule a meeting for updating the by-laws and filling in blanks. More info to follow.

**Director's Report:** Lynn reported that the new hours are in effect. Passport processing is about the same as last month.

The PALA meeting was a positive experience. The main highlight of the conference is regarding flexible design for small libraries. Lynn suggested we not worry about an elevator and instead focus on refiguring the existing space and adding an extension to the building. She also suggested renting out the whole downstairs.

A question was raised as to the difference between a local library and a community library-the local library is specific to who comes through our doors, where a community library is not just about the books, but the library being used by the whole community, outreach into the community. Lynn feels we need to be in the middle-especially in regards to the collections in the library.

Better World Books is being used again (was used years ago, but was not continued with assumption that there weren't enough books to send). We send a minimum of 14 boxes per shipment. We will welcome assistance in sorting the books.

Holiday Planning for the volunteers is needed. We have cozy socks and library-related face masks being made. Lynn asked the board for ideas and help.

Sharon Carroll (guest) is willing to hold a zoom meeting about creating your own sanctuary. Participants will receive a folder and “tools” necessary to facilitate relaxation during the pandemic. She will help them create a space in their homes for self-help, self-relaxation. The volunteers will also be able to socialize with each other (via zoom). Sharon thinks it could be fun and will help volunteers function at a higher level (based on Neuroscience). The event is scheduled for Tuesday, December 15<sup>th</sup> from 7-8:30 pm. Folders will be given out in advance of the event and computer help will be made available as needed.

The board is going to use their discretionary funds to purchase \$30 VISA gift cards for all the volunteers for their holiday gift. We will not be having a luncheon. It was brought to a motion by Carol McManus and seconded by Jacky Gillette. All agreed and all will give signatures to Carol for a card to go with the gift.

**Physical Building and Grounds Report:** George repaired the front outside light tonight. George reported that he spoke with Andy Pace regarding the noisy air conditioner. He explained that the cost for anyone coming out to look into it/fix it would be deferred to Andy. Andy agreed that they would hold off to see if repair was necessary.

George said we need to address the lease for Little Creek in the next month. He will approach Andy Pace regarding their interest in renting the whole lower level. The outpatient care on our property is court-ordered. However, he will also address the fact that people are still smoking on the grounds of the library. The library is under the Department of Education, and as such is a non-smoking campus. A new clause will need to be put in the next lease prohibiting smoking on library property. The library is in jeopardy of losing state funding while the smoking continues. It was pointed out that Andy would be responsible for enforcing the smoking policy. Failure to comply would cause Little Creek to be in breach of their lease.

Little Creek also needs approval to put an in-patient rehab facility within one mile of the library. All surrounding businesses need to agree to it. Issues brought up were: medication on premises, 4-5 day detox sessions-then coming to our property for out-patient care.

**WLA:** George Waters thanked Deborah Wheeler for volunteering to take over going to the meetings. She said it was a positive meeting. Some of the main discussion points were:

- State Aid checks are coming.
- Libraries should maintain curbside pick-up.
- Books were received from Kent Brown of Highlights for Children. Our library was able to add 82 new titles.
- Internet HotSpots are coming to the county.
- Overdrive is in the budget for next year.
- Library Director evaluation will be completed by George by the end of the year.

**Friend's:** Carol reported that no contact has been made by the Friend's. A letter was sent in October giving a deadline for response. There has been no contact other than Carolyn Black coming to the library to collect check donations and other mail.

A new letter-to include with the previous letter will be sent to the Friends again using certified mail. They will have 10 days to respond (November 19<sup>th</sup>).

Some people have gotten their checks or cash returned but there is no explanation as to why.

Possible letter to PCBL that the Friends are disbanding.

A press release needs to be issued that the Friend's has disbanded and all contributions may be made to the library directly. Lynn will get together a mailing list and an email list. A paid announcement will also need to go out. Carol and Lynn will craft the letter.

**Old Business:** Covered in previous discussion.

**New Business:** In regards to the downstairs and an elevator, Lynn has discovered the Keystone Purchasing Network and has registered the library. Bids are taken in advance, everything is approved ahead of time so grant processing will be much easier. KPN offers furniture, buildings, supplies, etc.

The state will continue with grants next year. Lynn will be ready to apply as soon as they come available.

Carol spoke with Kylie and will be getting together to get an estimate on work that needs to be done to the building.

If adding an extension/modular building we would only lose a few parking spaces. The elevator is cost prohibitive.

Pencils Group: The writer's group had asked Lynn to allow them to add their published work to our website/social media sites. They think it would help grow the group. Carol McManus has the Pencils page that will do this. If we allowed them, who would monitor content and it would set a precedence for other groups. The board agreed that having links were ok, but not what the group was asking.

**Virtual Board Retreat:** Committees were already established for Governance and Finance. A Fundraising group is needed. It will include: Jacky, Carol, Lynn, Joy and Victoria (new volunteer). We will need to get together to discuss things and what to do.

Possible fundraisers: Virtual Ugly Sweater Contest, Quilt Raffle (donated by Carolyn Black), Virtual Basket Raffle.

Advertising of fundraisers needs to be everywhere.

The Governance Committee will meet to finish by-laws and mission and vision. Term limits will be added to the by-laws. Vice-president position will be added. Job descriptions will be defined for all board positions. The committee will also begin to determine the “why” of the library. That is critical in all aspects of moving forward.

Nominations will be taken in December. Voting will take place in January. Each position will be open every year. A term limit of 2 or 3 years in each position will be decided upon.

**Next meeting:** Tuesday, December 8<sup>th</sup> 6:00 pm.

**Adjournment:** Motion to adjourn made by Jacky Gillette and seconded by Deborah Wheeler and Cheryl Hope. **Motion carried.** Meeting adjourned 7:03PM

Respectfully Submitted,

Joy Monroe,  
Assistant Director