

FRIENDSHIP FREE LIBRARY
MONTHLY BOARD MEETING MINUTES
October 19, 2021

Attendance: Sue Strickley, Carey Brown, Kay Middaugh, Dell Baker, Dee Wolf, Nicole Pepe

Meeting called to order at 7:00pm.

Guests: NONE

Minutes: Motion to approve September minutes made by Carey, 2nd by Kay. Approved by board. Unanimous vote.

Budget Report: The Baldwin report was reviewed by the board.

Financial update: Per Sue Checking \$4,071.32 and Savings \$31,810.10
Cash account at Morgan Stanley \$ 590.44

Directors Report: Per Nicole we were not able to find any surveys of the parking lot so we will have to call a surveyor if we decide to add more parking. Emailed other Allegany county directors about hotspots and Angelica offered to let me borrow one. Nicole decided to allow the game club to meet on Wednesdays each week. I did not want to lose their patronage. This might be changed depending on the information we receive the county regarding indoor activities. The after school video game club has had two meetings, and there have been students at each meeting.

Stats for September are 129 people, 15 computer users, and we filled and received 87 and 89 items respectively. Inventory has started. Once 2022 starts, curbside only will not contribute to the total hours the library is open. We will also have to be open for 20 hrs per week. Currently we are at 24 hours. In 2019 Justin suggested we change how we run our fines, copies, fax fees etc. We are currently writing things down and Nicole suggests we purchase a cash register or a receipt book.

The Community Art Grant is removing Allegany county from its recipients after this year's application process, we will be added to the Arts Council of Wyoming county. We were awarded \$400.00 in the 2021 Outreach mini grant. I will be adding foreign language materials to our collection with the aid of this grant. We had someone preorder 2 wreaths. Ana called everyone who bought wreaths last year and we have 28 sales currently. Two have paid.

Nicole has made up staff evaluation forms and wants to evaluate the desk staff soon. Kaleigh would like to come back and I gave her every other Saturday when Ana is working at the pharmacy. Her first date back is November 13; she will be here until softball starts.

Nicole would like to hire Tyira Place, she has experience with seniors and this would be helpful with Outreach programs we would want to do with seniors in the future. If hired we would cut Connor's hours back to 3 per shift.

Motion made by Sue to hire Tyira Place for Library Clerk for 15 hrs @ \$13.20 per hr.. 2nd by Carey. Approved by the board. Unanimous vote.

Directors Report incorporated Old and New Business.

Other Business: Wreaths will be picked up on 11/27.

Motion to adjourn board meeting made by Carey. 2nd by Dell. Approved unanimously.

Adjourned: 7:30pm

Open Budget Meeting: 7:31 pm

Attendance: Dell Baker, Dee Wolf, Sue Strickley, Carey Brown, Kay Middaugh

Budget worksheet reviewed by the board.

Recap of:

Approximate costs of necessary things to do to the library

Gutter on school side

Weatherproof windows and doors (hire it out)

Windows in the dungeon (need dimensions)

Pipe in the kitchen (needs new sillcock)

Cement by the side door (repaired or replaced)

Rubber roof repair (needs to be checked by original company)

Meet at 10:00 am on 11/6/2021 (Saturday) to complete budget approval.

Due to Nicole's 90 day probationary period being over, payroll will be changing therefore;

Dell makes a motion that Nicole Pepe's probationary period is over and she will be retained as the new Library Director. Her pay will increase to \$15.00 per hour and this will go into effect in the pay Period following this meeting. 2nd by Carey. Approved by the board. Unanimous vote.

Sue makes a motion to adjourn the budget meeting. 2nd by Dell. Approved by the board
With a unanimous vote.

Adjourned: 8:29pm