

FRIENDSHIP FREE LIBRARY  
MONTHLY BOARD MEETING MINUTES

December 12, 2023

**Attendance:** Sue Strickley, Michelle Baker, Kay Middaugh, Dell Baker, Dee Wolf, Sarah Trumpp (Director)

**Meeting called to order at 6:09 pm.**

**Guests:** None

**Minutes:** Motion to approve November minutes made by Kay. 2nd by Dell. Approved by the board with unanimous vote.

**Budget Report:** The Baldwin report was reviewed by the Board. Per Sue Utilities are up, Sarah will look into taking the library off of the budget billing and going back to straight bill from RG&E.

**Financial Report:** Per Sue Savings \$12,678.62, Checking \$24,047.83, Debit Card \$3,288.35. Sue will pick up the tax check from the school and deposit it into savings.

**LIBRARY REPORT:**

Dom has been cut back to 12.5 hours a week and Sarah would like to hire Sebastian Merrill for 14 hours a week at \$14.40 per hour. Board unanimously agreed to hire Sebastian Merrill at \$14.40 per hour 14 hours per week.

Sarah has given each Board Member a copy of the policies to review and adopt at the next meeting.

Sarah will also be looking for an Employee policy, Incident Report form and will ask Roxanne at Fillmore library about their Recording in the library policy.

NY State Unemployment sent a bill due for underpayment, Sarah will forward to Rachel at Baldwin to take care of.

Sarah will be holding a Christmas Eve party in the library with gifts for children and Santa, she will advertise the event. Sarah also received a grant for \$500.00 and will use part of this grant to hire African performers for the 2024 Community parade.

Dell makes a motion to adjourn the meeting. 2nd by Kay. Approved by the board with a unanimous vote.

Meeting Adjourned: 7:25pm

**Old business and Some New business was also included in the Library report\*\***