

Castleton Free Library
Board of Trustees Meeting
September 23, 2024
APPROVED 10-28-2024

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Sue DeCarolis, Patrick Keller (Pat K)

Librarians: Mary Kearns, Library Director

Community Members: Normandie Keller, Friends of the CFL

The meeting was called to order by Chair Nancy Mark at 5:31pm.

Agenda:

The agenda was reviewed.

Motion to accept the agenda as presented was made by Pat S and seconded by Sue.

Motion passed.

1. Approval of the minutes from 8-26-2024

Motion to approve the minutes from 8-26-2024 with correction page 2 "once" to "if" made by Pat K and seconded by Nancy.

Motion passed.

2. Approval of Bills/Financial Statements

Motion to approve the Bills and Financial Statements made by Pat S and seconded by Sue.

Motion passed.

- \$31,000 withdrawal from Edward Jones checking for Giancola bill
- Final project payments from USDA awaiting signature and documents

3. Librarians' Report

- See bulleted report
- Painters and roofers need contacted
- \$13,350 latest estimate for slate roof
- Roofing to be put out to bid
- Garden work needed: Pat K will help
- Power clock estimate will be given to Mr. Rehlen (\$16,740)

- Portico lights not functioning correctly: Mary will speak to Earl
- Handicap parking sign needs to be revised to say "Van Accessible"
- Snow removal will be \$35/hour
- Used book selling with Amazon and private sellers
- Motion to approve \$1000 for 990 accounting preparation with RHR Smith and Company, the same firm utilized last year, made by Pat S and seconded by Nancy.

Motion passed.

4. Community Members: Questions/Comments

- Normandie, from Friends of the CFL, states that the next meeting is the 3rd Thursday in October
- Book sales may take place at CVS a few times/year
- Looking for more members as currently only 4 members are available

5. Budget Update

- Preliminary review of Mary's spread sheets with further review at next meeting for budget year 2025-2026

6. Handicap Project Update

- Spring work to be done on the chimneys
- See other notes under Bills/Financial Statements

7. Other Business

None

Motion to adjourn made by Pat S and seconded by Sue.

Motion passed.

The meeting was adjourned by Chair Nancy Mark at 8:15pm.

The next meeting is scheduled for October 28, 2024 at 5:30pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's report for 9/23/2024 BOT Meeting

- I spoke to Earl at Giancola Construction about a few little issues that needed to be addressed. He had them fixed. However, one outstanding problem is the lights on the new portico off the stairs do not seem to be working. I will follow up on this with him.
- The patron that had the fall in the parking lot is recuperating well. She has been in the library since the accident. Fortunately, it looks like she will not need surgery or any invasive procedures. The concrete barriers will need painting. I can get some paint and put a couple of coats on them as the weather permits.
- Pam and I would like to clean out the overgrowth this fall on the east side of the library lawn. There is a small (and pretty) slate wall. It would make a lovely shade garden. Both of us have plenty of hostas and other shade plants to contribute for no cost. We would just need someone (Pat K?) to help with the removal of garden debris. We are also going to put down some cardboard on the southwest corner of the library over the winter. The plan is to remove the "weedy" bed and to purchase a small flowering tree with the Lion's Club donation to plant in the spring.
- I have been in touch with Sbardella's roofing and they can schedule us in for the spring and the bid is still viable. I did not pursue other roofers but will try this month. I tried contacting the painter's that we received estimates from. The one we received the lower estimate from cannot do it this year and he did not respond to my questions about insurance and such. I did not hear back from the painter with the higher estimate. Should I reach out and see if I can schedule the insured painter for the spring?
- I've hired a new student from the college to shovel snow this year. He comes highly recommended and is very reliable. I will be purchasing a snow blower this year. We will store it in the shed if possible. Otherwise, it may stay covered by the back door awning.

- Unless the board decides otherwise, I will put together my self-evaluation for the performance review due in October. I will email it to the board before October's meeting.
- The library's submission to the FY 23-24 Town report was submitted.
- The accounting firm that prepared our 990 last year is available to do this year's 990. It will be at the same rate as last year, \$ 1,000.00. Please let me know if I should proceed with this.
- I have had little success in listing books on our Amazon store. There's been a big change in policy at Amazon. I've been in touch with a book seller about coming in and purchasing some of the books. Should have an update next month.
- We held a "Coffee and Conversation" with the Slate Valley Union School District administrators and board members on Friday, 9/20. Another Technology help night will be held this Thursday 9/26 from 6-8. On 9/14 Pam began an ongoing program Saturdays at 10:30 for kids with "Caring Canines". Children can come in and read a book to a certified therapy dog. We had a few children attend the first session and hoping for attendance to build. More programming has been scheduled for October. Please see attached flyer.

Respectfully submitted,
Mary Kearns