

# **Fairmount Community Library Board Meeting**

Minutes September 18, 2019

## **Call to order**

- A meeting of the Fairmount Community Library Board of Trustees was held at the Fairmount Community Library. Attendees included Jennifer Grant (President), Alison Chamberlain (Board member), Dick Mahan (Board member), Gary Ferner (Board member), Pete O'Mara (Board member), Jeff Boyea (Vice President) and Patty Cherry (treasurer), John Rittell (Library Director) and Cheryl Robinson (Patron), Claire Costello (Patron). Board members not present included: Michael Ranieri (Board Member). The meeting was called to order at 7:00PM.

## **Public Expression**

- The grate in the bathroom was replaced and is acceptable.
- Public questions related to the search for the new director.
  - No job officially posted at this point, but it is known within the library and regular patrons that a job posting for the director position is forthcoming.
  - Late September is the anticipated timeline for posting the position.

## **Reports**

### **Director's Report**

- Adult programs
  - Genealogy for beginners - John is going to offer one-on-one training
  - A program focusing on adoption is forthcoming, as is a program about college funding.
  - John is looking into programs related to small business development, and Joan Power from the Onondaga County Small Business Development Program is going to assist with development.
- Children's Programs
  - Little movers has excellent and regular attendance
  - Someone from the Everson Museum is doing a program on collages
  - Teen Yoga has begun
- Arrowhead Lodge Retreat
  - John will send the document related to the IT update from the retreat to the board members
- Film Festival
  - Discussion related to the movies that have been chosen for the film festival
  - The film festival will be re-named to "Fairmount Friday Film Festival"
- Updates regarding building repairs/improvements
  - work has begun on the two bathrooms.
  - John will request an estimate for the remaining work.
- New artwork by SAm and Nancy Lupo is on display
- Staff meeting on 9/17.
  - Schedule of future staff meetings was set

- Dates of book sale were set
- Holiday raffle baskets and Thanksgiving charity collection have been decided.
- Question regarding whether onlib emails are working again
  - John says not yet, but stats are working

### **Treasurer's Report**

- Lisa gives estimate regarding where we will be at the end of each month to assist PAtty in preparing the reports.
- Patty believes that our finances are looking better this year compared to last year.
- Patty notes that the income is down this year compared to last year. We are down approximately \$2,300 from our budget. We are down approximately \$4,000 from last year.
  - The book sale is later than usual
  - We lost approximately 6 weeks of fines due to the cyber issues
  - We potentially lost a small amount of income from the copier being down this year.
  - General donations are down too, John is considering creating bookmarks like he did last year soliciting donations.
- Software subscriptions is a bit out of budget
  - It is due to the calendar being used for program scheduling.
- 990 is due October 15
- Discussion related to building maintenance and capital improvement budget
  - The maintenance is on track
  - Capital improvement budget has not yet been used.
- A decision needs to be made regarding what firm to use for the audit so that we can get that task underway. The board is looking to meet with the chosen firm in approximately February. The board will attempt to engage a firm in October or November.

### **Follow up**

- John and Brenda meeting with Frank Smith on 9/24 regarding the website.
  - More information will be available by the October meeting.
- Discussion related to the new scheduling software.
  - John will discuss the same with Brenda in order to get her feedback.
  - Adult programs are not currently being scheduled using the new software.
- Discussion regarding whether adult programs will be posted on social media.
  - John will speak to Brenda about including adult programs in her social media posts.
  - Specifically, Cheryl Pula will be doing a civil war program later this fall, and John will start advertising the program in all available mediums (Eagle Gazette and social media)
- Grant opportunities from local businesses
  - Home depot can only offer \$50 coupon.

- Lowes cannot offer a coupon, grant or discount.
- Carpet and flooring project
  - Dick has explored other flooring options besides carpeting and discussed
- Discussion regarding forming a committee for capital improvements
  - Patrons Suggested that the be director may need to be involved and may have experience in this area
  - Patrons also suggested that there may be interior designers that have library specific experience
    - Patty suggested we check with designers that may offer discounts for allowing a “showcase” or “model” of new materials or designs

### **Action Items**

- John will send out the document from the IT retreat to board members via email.
- John will ask John Murphy to give an estimate for the remaining work on the two bathrooms.
- John will attempt to locate the former plans of the architectural design
- Alison will fix error on July meeting minutes and send to Jen to fix on the website

### **Board Approval(s)**

- None

### **Adjournment**

Executive session at 8:06 to discuss an update on a legal matter.

**Adjourned at 8:28 pm. The Next meeting is scheduled for October 16, 2019 at 7:00 pm.**