

# PURCHASE FREE LIBRARY



## Board of Trustees Meeting Minutes

March 8, 2022

### Call to Order

A meeting of the Purchase Free Library Board of Trustees was held on March 8, 2022  
*Due to the COVID-19 Pandemic this meeting was held virtually via Zoom*

The meeting was called to order at 5:04 PM

### Attendees

#### *Board*

Marianna Amato  
Holly Bukofser  
Janine Gresham  
Lauren Gomberg  
Martha Greenberg  
Roberta Hoffberg  
Rosana Spadini  
Jean Taplett

#### *PFL*

Donna Murray

### Approval of Minutes

Minutes from the January 11<sup>th</sup> meeting were approved; motion made by Jean, seconded by Martha.

### *New Business*

**President's Report** - none

**Director's Report** – full report and supplementary materials are attached to the email with the minutes; below summarizes any discussion/follow-ups

### ***Covid Discussion***

Donna stated she wanted to review Covid protocols before presenting to staff

- Board agreed with Donna's suggestions as outlined in the Director's Report
  - Patrons are required to use hand sanitizers before using library
  - People who can't use hand sanitizers will be directed to wash hands in bathrooms or can use gloves
  - We have gloves available for staff; Deborah uses gloves
  - We have masks available for patrons that want but don't have any
- This will remain our protocol for now

### **BOT agreed we will revisit Covid policy at the next meeting**

- Adult activities will continue to be hybrid of in person & zoom
- For the summer children's activities will be similar to last year; some activities will take place in library, some will be DIY crafts or something that can be done "around town"

### ***Community House Auditorium***

- Moving forward we will be able to use the Community House Auditorium
- They will give us a discount and do all the set up and breakdown

### ***Spending Limit***

- Donna requested a limit of \$1,500
- BOT agreed the current limit would stand and no changes would be made to limit

### ***WLS Fee Increase***

- BOT raised fact that WLS fees have increased and questioned whether or not we are receiving corresponding increased services for this fee increase
- Donna advised that we are getting upgraded hardware and we are getting new equipment for the circulation desk
- If Donna is not satisfied by the end of this year she advised she will look for other options if they exist
  - WLS currently uses Optimum

### ***Follow Up***

- Donna will advise Martha what the cost was to rent room in Reid Castle vs. what it will cost to rent at Community House
- Donna advised we are getting great deal from Community House at the cost of \$50 an hour
- Donna recommended we save the use of the castle for big events

### ***Evergreen***

- Our item renewals are now automatic
- If no one is waiting items are renewed
- Donna updated information on lost items on FAQ's on the website

- Donna will also add to FAQ's what happens when you get a book, DVD, electronic book, etc.

### **Treasurer's Report**

- We have a balance of \$234k
  - We have not received our check yet from the town yet
  - We will be receiving a check for \$122k
- Our spending is on target
- Jean and Donna will review where we are spending in each "bucket"
- We will start issuing those Intuit reports
- The Development money is going down quickly compared to where it was as expected as we are doing many more programs

### **Foundation**

- Jean, Victoria and Janine met
- All the papers are together for the IRS for the new tax number
- Next September we can seek additional funds
- Jean called the Bronzo's and has not heard back from them
- Martha will send an email to Neil and Paul Bronzo thanking them for their patience and advising we are waiting for the new tax ID
- Jean advised Megan Flanagan is interested in joining "Friends"

### **Mailing List**

- Janine advised some people got multiple mailers and some did not get any
- It was uncovered that there were 2 different mailing lists
  - Janine went through list and saw there were people that have moved and other issues with the list
- We need to change the people that moved to current resident if we don't have the names of the new purchasers
- We need to decide if we should still mail to colleges and business addresses
- Jean used the original list from when we had the list to save the library
- Donna advised any list she would run would include the new people added
- BOT agreed we will leave addressee as current resident if we don't have name of new residents
- BOT agreed we need to take the time to clean up the list
- Donna is working on the bullet list that Janine gave her
- Donna will find out if Evergreen purges names of inactive accounts
- Once Donna accumulates everything she will put together in comprehensive report to BOT

- **We will ask people if their contact information is correct and up to date as part of the check out process**
- Marianna can get reports on houses that have sold; she can get every 6 months
- Moving forward Donna advised we will have 3 mailings this year
- We will put a line in mailing that states that the library should be contacted if anyone has moved

### **Sign's**

- There may be a limit as to how many signs can be on property
- Jim advised that Marianna get in touch with Jamie Sherwood
  - He also advised we should just change the font on the sign
  - Jim had his handyman up there and advised sign is fine
- Marianna advised she would recommend black letters so they could be seen
- Marianna will secure a mockup; we will see 2 versions of the lettering and get pricing
- BOT agreed we are not replacing the sign; we are just changing letters

**MEETING ADJOURNED - 6:20 PM**