DELEVAN YORKSHIRE PUBLIC LIBRARY

December 15, 2021

Board of Trustees Meeting Minutes

The meeting was opened at 4:00 with the Pledge of Allegiance led by Brandon Stearns, president. In attendance were Board members Brandon Stearns, Roy Caplinger, Grant Appell, Lora Lee Downer, Joanne Herman, Judy Hecht, Chris Titus and Mary Caruana. Marge Brown, Director, was also present.

**NOVEMBER MINUTES:**  After review, Grant made a motion to accept the minutes as read. Mary seconded. **MOTION CARRIED.**

**TREASURER’S REPORT:** Grant reported that all balanced and we are healthy. Tax levy and School funds have come in. We are waiting for Town of Yorkshire funds. Marge was asked to contact the Town Supervisor about whether they will be sending support. Blacktopping is under yard care. Lora Lee made a motion and Brandon seconded that the Treasurer’s Reports be accepted. **MOTON CARRIED.**

Discussion of proposed budget. Grant explained changes in various lines. Disbursements required adjustments to make income and outgo balance. Discussion of wiring the roof for ice. Possibility of a grant for a new roof in the future. Marge expressed need for more money to increase the line for purchasing AV materials. Discussion about money to increase the line for AV materials. Chris made a motion to accept the budget for 2022. Mary seconded. **MOTION CARRIED.**

**DIRECTOR’S REPORT:** Marge explained the Adult Literacy Grant which has been awarded. Contact will be made with the High School to see if 4 or 5 laptops might be borrowed to be used in the planned class. Marge will contact Don Ptak to teach a beginner class on use of a computer to apply for a job and other practical needs.

Marge has been in contact with CCLS for guidance/help in developing a section of the Library’s website policies and reports (minutes and treasurer’s) etc.

The new computers that were purchased will be installed in the week between Christmas and New Years.

A circulation report was presented showing patron borrowings in various categories.

Marge will contact CCLS for further guidance on COVID restrictions and mandates. A kick plate and door stop will be added to the door into the Library.

The 2022 calendar for Library closings was presented and approved.

The draft policy for Facilities Use was adopted. Chris made a motion to accept the new policy. Roy seconded. **MOTION CARRIED.**

The Holiday Party was discussed. Date set for January 7, 2022. Marge will coordinate with the staff to determine what they would prepare. She will contact the Board with the plans and any help she needs.

Brandon made a motion to adjourn the meeting at 5:25 p.m. Mary seconded. **MOTION CARRIED.**

Respectfully Submitted,

Lora Lee Downer, Secretary

Next meeting will be on January 19, 2022