**Patterson Library**

**Minutes of the Board of Trustees, Jan. 12, 2023**

**Present:** J. Johnson (President), J. Caruso (Vice President) T. Roets (Treasurer), M. Bivens,

J. Spann, S. Rudnicki, L. Dunn, D. Hamann, M. Hegna (Director) J. Dekoff (CCLS Exec. Director)

 **Zoom attendees:** C. VandeVelde and M. Rubin

**Absent:** P. Holt, B. Kittle, S. Scriven

**Call to Order:** 7:02 p.m. With resignations of T. Bennett and K. Cockram, it was determined that a quorum was present.

**Minutes:** With corrections of attendees at the regular Nov. meeting and the special Dec. meeting; both sets of minutes were accepted for filing.

**Library Director’s Report:** See attached report. Megan additionally commented that the final

$32,000 for the boiler and AC projects has been received. The elevator repair has yet to be completed to satisfaction. Mention of telehealth computer equipment available for private patron use in the Archive Room brought a question from J. Spann re: the security of our Internet connection for such use, considering HIPAA restraints. He will inquire further. D. Hamann wondered if the equipment might also be used for Family Court proceedings.

**Treasurer’s Report:** See attached report. Tim related that our Capital Account is healthy and our Total Budget is up $30,000 mainly due to the state construction grant received and helped by the the success of the Patterson Society contributions which exceeded the amount budgeted. Our expected Employee Retention Tax Credit is $65,000+, with $6,300 to be paid to PayChex for facilitating the collection process. Currently, the Library’s endowment is down $821,000 for 2022. With a current operating bank balance of over $106,000, Tim and Jennifer concurred that an immediate endowment draw is not necessary (monthly expenses are $25-30,000) and that we can review this monthly to assure that the draw is made in a timely way to meet operating needs. The current budgeted operating draw for 2023 is $142,000.

**Committee Reports:**

 *Building & Grounds* - Steve related that the elevator fan still needs replacement and may have been the culprit in setting off our fire alarm system. Simpson Electric will not be able to get to our LED light replacements until April. Observation of leakage behind scraped and repainted areas of the walls in the Children’s Library indicates that we may need repair of those areas before the projected date of 2024. While refurbishment of the kitchen area is included in our major grant proposal which is expected to be approved, Steve would like to proceed with the purchase of new appliances and the necessary reconstruction and painting. Joan moved and Joe seconded that the Hands be authorized to proceed with that project with a cap of $5,000.

The motion passed unanimously.

 *Finance* - Jennifer shared that she and some members of the B&G and Finance Committees

will meet with Clinton Brown on Jan. 16 at 10 a.m. His firm deals with preservation of historic architecture. We hope to garner some advice and suggestions for how to proceed and how to write grant applications for such work. She offered that any other interested trustees are welcome to attend.

 *Patterson Society* - Joe has met with some current and past trustees, plus other interested

persons to gain background in how fundraisers have functioned in the past and to determine commitments and dates for 2023 activities. At this time, K. Richmond will chair Patterson After

Dark, scheduled for May 13. Carolyn Thomas and Gwen Spann also have offered to help. .

The Book Sale will be co-chaired by Joanie Brown and Mara Rubin. July 13 will be presale for Patterson Society members, opening to the public July 14 & 15, concurrent with the Westfield Antiques Show. August 16, the traditional third Wed, of the month is the date of the Patterson Auction. Past trustee and long-time organizer Sandy Brown has agreed to fill that role again.

Patterson Society brought in $21,820 in memberships through its fall funding drive, compared to the budgeted amount of $15,000. Donations received after December 31st will be in the 2023 financials.

**Guest speaker Jan Dekoff, CCLS Executive Director:** Ms. Dekoff spoke of an opportunity for more sustainable funding for libraries. She outlined for us how N.Y. State Education Law 259 allows libraries to request of their local school board to add a library funding proposition on the school district ballot. If approved by the residents, the Library’s line item would be added to the levy and then paid to us by the School Board. She commented that she had reviewed our current funding process, cautioning that we could face financial difficulty if our municipal funding were cut, our Endowment drastically lost value, or our fundraisers proved unsuccessful.

An advantage to such an approach, in her view, is that the community gains a better sense of how the library functions and gives them a greater sense of ownership of the library. She explained that it is imperative that we realistically determine our needs and put that amount in the initial ask. Once passed, that amount cannot be denied in the future and becomes the basis for future requests for increases as salary, operational costs, etc. rise. Because it is so important to have the commitment of every trustee to the process and to pave a sturdy educational path for our community once we have chosen this direction, she projected this to be at least a 12-18 month process. Right now, we should work to promote the benefits offered by the library in the minds of the community. She explained, that if we chose, the voting on this proposition could be held at the Library.

Since the Prendergast Library has successfully completed this process and also has an endowment (over 90% of libraries seeking 259 funding did NOT have endowments), Ms. Dekoff suggested that we meet with some of their trustees to mine their ideas and experiences. She presented us with preparatory reading materials and received our gratitude for her time and expertise.

**No Unfinished Business
New Business:** The *holiday calendar* for Christmas and New Year’s was decided as closures on Dec.25 and 26 as well as Jan. 1 and 2.

Megan reported that a *fundraiser* mounted by Lauren to buy new seating and refurbish the old has raised $1047.94 and, with a $1,000 limit on the Director’s spending, Megan requested permission to use the money as intended. A motion from Diana and a second from Steve brought unanimous approval.

A *patron request* to reconsider the age for unattended children was referred to the Policy Committee for discussion. Joan (Policy Committee Chair) and Megan will be meeting on Jan.

16, to discuss this issue and to determine the approach for review of our policies and by-laws.

Adjournment: With no further business, the meeting was adjourned at 9:39 p.m.

Respectfully submitted, Joan C. Caruso, substitute secretary