



FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM
FEBRUARY 22, 2023

19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF NOVEMBER 30, 2022
REGULAR MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDANCE
- VI. COMMITTEE REPORTS
 - A. FINANCE
 - B. BUILDINGS AND GROUNDS/MAINTENANCE
 - C. FUNDRAISING
 - D. PERSONNEL
 - E. BY-LAWS
 - F. LONG-RANGE PLANNING
 - G. LOCAL HISTORY
 - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: MARCH 29, 2023
- XI. MOTION TO ADJOURN

MEETING MINUTES

Fort Plain Free Library Board of Trustees Meeting February 22, 2023

Members Present: Eileen Chambers, Wayne Goodrow, Rodney Strait, John Kirkpatrick, Tom Armitstead, Joe Palmeri and Whitney Hubbard, Director

Members Absent: Jennifer Jones, Lynnette Palmeri, Sally Taylor

Call to Order: President Rodney Strait called the regular monthly meeting to order at 6:49 PM.

Secretary's Report: Wayne Goodrow moved, seconded by John Kirkpatrick to accept the secretary's report for November 30, 2022. Motion carried.

Treasurer's Report: Operational account \$17,000, Capital account \$413, Morgan Stanley account \$157,873, Wells Fargo \$177,639. Accounts down \$4812 from January 31 due to dip in market. Wells Fargo \$30,000 in cash account, \$400 to \$500 in Morgan Stanley account. John Kirkpatrick moved, seconded by Tom Armitstead to accept the treasurer's report. Motion carried.

Committee Reports:

Finance: See Treasurer's Report

Buildings and Grounds: Staff has had no problem with the shoveling of the sidewalks around the library this winter.

Fundraising: Mini Book Sales will begin the last Friday in February thru the month of March. Creative Fibers group is helping with the baskets for the raffle to be held at the Open House the 1st weekend in April.

Personnel: The following staff bonuses were approved by the Board: Director \$1000, Linda Kellett \$300, Sam Zimmerman \$500, and Jacob Trahan \$700.

By-Laws: No Report

Long-Range Plan: The long-range plan developed by Whitney Hubbard, Jennifer Jones, Eileen Chambers and library staff was presented to the Board for approval. John Kirkpatrick moved, seconded by Joe Palmeri to approve the new long-range plan. Motion carried. President Rodney Strait thanked those who developed the plan.

Local History: Eileen Chambers reported that at the February gathering there was an increase in the attendance at the Round Table meeting. Work continues organizing the 2nd floor rooms which contain archival materials from the village, town and library holdings.

MEETING MINUTES

Policy: Whitney Hubbard and staff are finalizing the library's policy handbook.

Director's Report: The Joint Automation Agreement was approved by the Board on a motion by Eileen Chambers and a second by Wayne Goodrow. Library held a successful cookie decorating day. About 80 children attended. Mini book sales every Friday through March. Origami club under Sam Zimmerman's direction continues. The two rooms adjacent to the community room are in the process of undergoing change. One will become a music room, the other a craft supply room. Library is giving out free children's books. Library will hold an EMO night on Saturday, February 25th.

Old Business: David Briggs would like to meet with the trustees regarding the library's insurance.

New Business: The Finance Committee presented the budget for 2023. Salaries of staff were increased: Whitney Hubbard \$45,000 to \$48,000, Jacob Trahan \$15.30 to \$16.30/hr, Linda \$15.80/hr and Sam Zimmerman \$13.20 to \$15/hr. John Kirkpatrick moved to accept the budget with revisions made to include the bonuses for 2023. Tom Armitstead seconded the motion. Motion carried.

Motion to Adjourn: John Kirkpatrick moved, seconded by Wayne Goodrow to adjourn the regular meeting at 7:24 PM

Date of next meeting: March 29, 2023

Respectfully submitted,

Eileen Chambers for Jennifer Jones, Secretary