

AGENDA & MEETING MINUTES

Meeting Date:	September 11, 2023	Time of Meeting:	7:00PM
Prepared By:	Pauline M. Kurtz	Location:	Library Community Room
Purpose/ Outcome:	Monthly Board Meeting		

“Where minds can set sail”

1. Attendance

Role	Name	Minutes	Present (☑)
Director	Meghan Brauer		☑
Vice President	Pauline Kurtz	☑	☑
Treasurer	Jim Madden		☑
Trustee	Kate Metro		☑
President	Kathy Neville		☑
Secretary	Kate Peck		
Trustee	Amy Seeley		☑
Trustee	Nancy Simmons		☑
	Guests		

2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order 6:55 PM		
2	Email Minutes of July meeting – approved	Nancy – Motioned Amy – Second	Carried
3	Director’s Report – see handout for details		
4	Correspondence – Niagara Area Foundation invitation to annual dinner, thank you from Ann Branch for support of the Alzheimer’s Walk		
5	Audit Results Provided – Over all very good. Only item of note – No depreciation of assets has been done		
6	2021 – Late Tax issue still pending IRS response		



7	Determined the QuickBooks variance is tied to the payroll transition from manual data input to digital – pending final resolution		
8	Bills paid as presented – insurance premium to be auto deducted annually providing a cost savings		
9	Yellowjacket infestation – dusted. May need a second treatment		
10	Current grant was amended to include the new hot water tank, toilets, creation of Teen Room etc. Awaiting final approval		
11	Meeting adjourned @ 7:50PM	Nancy Motioned Kate M – Second	Carried

3. Key Meeting Decisions & Notes

Open Book Fund Raising Campaign – Evening with Lorenzo generated \$7,800 towards stretch goal of \$15,000. Thank you notes to be written and mailed by Board members for all who donated at the event. Ideas to encourage donations through the end of October: Memories of the Library on website w/ Donate Now – button/link, mailer to targeted list of library vendors and businesses, article in Sentinel newspaper.

Ideas for use funds – new printer, remodel/reconfigure circulation desk

1. Open Action Items

Action	Assigned to	Due Date
<ul style="list-style-type: none"> Teen advisory group (3) – projects/programs for peers – receive volunteer community hours for participation. Programming topics – Teen Art, music tech night, Teen Night 		
<ul style="list-style-type: none"> Programming topics – Cookbook Club, Adult Crafts 		
<ul style="list-style-type: none"> 		

2. Topics for Next Meeting – MONDAY OCTOBER 9, 2023 – 7 PM

#	Agenda Topics	Facilitator	Time
1	Approve minutes from previous meeting		
2	Treasurer's Report		
3	Correspondence		
4	Director's Report		
5	Old Business		
6	New Business		



3. Core Distribution List for Agenda/Minutes

To:

M. Brauer
P. Kurtz
J. Madden
K. Metro
K. Neville
K. Peck
A. Seeley
N. Simmons