

Livingston Free Library
Regular Monthly Meeting of the Board of Trustees
May 18, 2022

Called to order at 7:05 PM by Donna Lynk

Attendance were trustees:

Donna Lynk
Jennifer Owens
Jim Benton
Wendy Tremper Wollerton, Director

Approval of Minutes from the 3/16/22 Meeting: Motion by Jen to accept, 2nd by Jim, vote: APPROVED.

Treasurer's Report:

1. There is \$28,632 in the bank account.
2. The LFL received \$2,500 from the Town of Gallatin. It is from their American Rescue Plan funds, but Donna said she would approach them about making the funding to the library part of their next budget, in fall.
3. The Hudson River Bank Trust grant is anticipated and will be \$7,000.
4. The Bank of Greene County grant is anticipated in the summer.
5. Donna reported that the \$1000 grant for mobile internet hot spots is from the Bank of Greene County Grant.
6. Expenses: Donna reported that in April the library paid contractor Jim Choinsky \$6,700 for building repairs, railing repair, restoration of window sills.

Approval of the Treasurer's report: Motion by Jim to accept, 2nd by Jen, vote: APPROVED.

Director's Report:

1. The Director reported that the Columbia County Library Assn. (CCL) received \$14,000 from the county, each associated library, including LFL, will received \$3,000 in June or July.
2. She presented the results of the community survey that went to patrons and member of the community to determine what the services, hours, programming and types of media they want in the library. The top findings were that the demographic that most uses the library, 75%, are people over the age of 60. The top requests were to expand access to books and media and to expand library hours. Another interesting finding was that the use of HOOPLA has risen immensely compared to pre-Covid time.

3. Jim asked about the audience numbers for online programming over the past year. Wendy said she they had on average around 15-40 participants, but that it varied. She said she planned on outdoor programs, especially for youth, during the summer.
4. Now that the community survey results are in, Wendy suggested she and the board start working on the 5-year plan, which is required by MHL. She looked at long range plans from other libraries in the MHL system as an example and guide. The board agreed that the NE Millerton Library format is a good example to model the LFL 5 year plan on our website. She asked Jim and Jen to find a date to begin work on the plan.
5. The director brought the board's attention that the disaster & fire plan needed to be updated. Jim said he would work on updating it.
6. Per the preceding board meeting when it was decided to move forward with hiring a part-time library clerk, Wendy gave the board three examples of a library clerk job description/help wanted ad. Jen was tasked with using the examples to create a draft description/ad. The feedback from the community survey suggests that adding afternoon/evening hours on Thursdays would work well, perhaps 12-4pm or 1-5pm. Wendy suggested this change in open hours could be tested for 6 months and changed if needed. A discussion on how much the hourly pay would be for the library clerk had the board leaning towards \$14/hr with potential increase after a probationary period.
7. The director reported that the library received \$450 in March from the Stewart's Holiday grant to be used for the *Summer Reading Program*. The grant will pay for crafts and children's books on the topic *Oceans of Possibilities*.
8. The library will host an online program from Sarah Wassberg Johnson from the Hudson River Maritime Museum on steamboat history. This is part of the *Summer Reading Program*, so the speaker fee will be paid from the Stewart's grant.
9. The grant the library received from the Mid-Hudson chapter of the Adirondack Mt. Club will be used for an outdoor program at the Livingston Rec Park on August 6 to learn how to identify butterflies, skippers and moths. Jennifer Rosette from the Columbia Land Conservatory will assist and bring supplies. The largest expense (\$300) will be the printing of a guide for identifying these insects.
10. Wendy reported that the outdoor program for Earth Day in collaboration with the Germantown Library on 4/23 was a great success, (15 adults, 10 kids, 2 teens) and the "hiking" backpack was used at the program. The next collaborative program will be in May at Palatine Park in Germantown and will utilize the "stream & pond" backpack.
11. The CCLA tasked member libraries at their April meeting to each contact two local museums to see if they would do programs for the CCLA member libraries. The NY Historical Society online programs, which could be a model for these, were very popular.
12. The HOOPLA balance is low, Wendy suggested adding to the balance in June. It was determined to add \$500. Jim asked about demographic and use breakdown, Wendy said she would get him that information.
13. Wendy reported that the events road sign needs to be replaced, it is in disrepair and the strip that holds the letters are falling off. The board will put it on their list of repairs.

President's Report:

1. Donna reported that the newly installed railings will need to be painted once the treated wood dries, in the fall, and the Hover grant will be used to pay for this. She anticipates to apply for \$6,000 from the grant, and that amount will cover or nearly cover the cost of the painting.
2. She is having a hard time finding a contractor who can repair the stucco on the exterior of the building. Jim said he will ask a contractor working on his own home if he does that work or knows anyone who does. Donna suggested reaching out to local organizations that have stucco buildings, like the Germantown Catholic church, to see who they use.
3. Donna suggested the library host a community building event, particularly a town tag sale. Households in town would hold tag sales on the same day. She thought it may be nice to hire a food truck for the event. A suggested date was September 10, 2022.

The meeting was adjourned at 8:15pm.

Respectfully submitted,
Jennifer Owens, board member