

Attendees Present

Susan Nickle, Mary Beth Muldowney, Matthew Woelfle, Jason Hammond, Sara Marsowicz, Terri Sutherland and Pam Czarniak

President Mary Beth Muldowney presided. Called to order at 4:19 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Minutes of the November meeting were approved (S. Marsowicz; T. Sutherland)

Approval of Bill Payments & Budget Transfers

Proposal to approve standard monthly payments (M. Woelfle; S. Marsowicz) - Approved by all members present.

Children's Room Report

Submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Building Insurance - KLV Appraisal Group, Inc. is currently on hold. Updating the depreciation list from JMA was unsuccessful because so many of the item's descriptions were vague. Sara will reach out to Denise at JMA to see if the list can be deciphered & updated by inventory added by a recent room by room examination.

New Business

1. Library Policy Periodic Review/Update - A collection development policy is in the works and will be modeled from the template provided at the January's CCLS workshop.
2. Thanks and Acknowledgements - sent to Cattaraugus County Bank for the donation of \$2,500.00 and to the Labor Council for the book donation-Sandra Lewis and other reps from local unionized occupations.
3. Finances/Income - Began discussion and preparation for upcoming budget.

4. New Security Camera- Pam suggested that a new security camera be installed in the Children's Room for better review of the room since ramp installation & desk area revamp. Approval given to proceed.
5. Resolution passed in regard to the time period for retention and disposal per local govt. Schedule LGS-1 (S. Marsowicz; M. Woelfle)
6. Eclipse 2024 - preparation for children projects, providing eclipse glasses to the community and raffle baskets with an eclipse theme discussed.
7. Interior Design Services - Discussion and approval to enlist Debbie Ferrer's assistance for our remodeling projects which includes painting, carpeting and furniture for the children/meeting rooms.
8. Monthly Tasks
 - December: Treasurer Bond was renewed on time. Danielle from Putnam Indicated a better rate will be recalculated and a possible refund may be given.
 - January: Budget planning will begin. Vote for the budget has been set for Tuesday, June 11, 2024.
 - February: Annual Report to NYS is due and the library treasurer is scheduled to calculate the tax cap.

Next meeting is scheduled for March 26, 2024.

S. Nickle and Terri Sutherland motioned for the meeting to be adjourned at 5:24 p.m.

Respectfully submitted by,
Susan Nickle, Secretary