

Fluvanna Free Library
3532 Fluvanna Ave. Ext.
Jamestown, New York 14701

Board of Trustees Meeting
March 7, 2022
Minutes as recorded by
Michael Erlandson, Temporary Recording Secretary

Present: Mike Erlandson, Kathy Carlson, Cheryl Scotty, Barbara Swanson, Rea Bobula, Lori Johnson, Diane Lucey, Jean Holton, Marcia Rybicki. Also in attendance were Library Director Lynn Grundstrom & Chautauqua-Cattaraugus Library System (CCLS) Executive Director Janice Dekoff.

Absent/Excused: Sue Erlandson. A quorum is met.

President Erlandson called the meeting to order at 6:00 pm.

Copies of the minutes from the board meeting held on January 3, 2022 as recorded by Mike Erlandson were distributed as needed and reviewed. **MOTION** by Jean Holton, seconded by Diane Lucey to approve the minutes as written. Motion unanimously approved.

Treasurer Cheryl Scotty presented the Financial Reports and Profit and Loss Statements for January and February 2022. **MOTION** by Barb Swanson, seconded by Jean Holton to approve the reports as distributed. Motion unanimously approved. Cheryl thanked Marcia for her help in preparing the reports.

CCLS Executive Director Jan Dekoff briefly outlined the Library Trustee Job Description. She also discussed Trustee roles and responsibilities. The trustees asked several questions.

Librarian's Report: The board reviewed the Library Director's report for February 2022. Lynn discussed the report in more detail and answered several questions pertaining to the report.

Committee Reports:

- *Volunteers:* Lynn reported that the library has two new volunteers: Patty Hurtack & Carol Parnell. President Erlandson also reported that Volunteer Recognition Day will be held on Saturday, April 23, 2002.

Old Business

Building plans (ADA accessibility) – President Erlandson reported that he has contacted the *Lenna Foundation* and the *Sheldon Foundation* re obtaining funding to upgrade the library's accessibility in accordance with American with Disability Act (ADA) requirements. (Minutes 1/3/22) He explained that a letter of interest to the *Lenna Foundation* needs to be sent within the next several weeks. He also intends to apply for state construction grant funding for the project later this summer.

Fund drive letters – President Erlandson explained that the work session to compile the fund-raising letters was cancelled because it was the same week the Fluvanna Fire Dept. was conducting its fund-raising campaign. He suggested the board re-schedule the work session for April 4, 2020. At that time

the board will review the recipient names and compile a mailing list. Diane suggested each board member come up with ten (10) names for the fund-raising drive.

Committee Assignments – President Erlandson reviewed the committee assignments for 2022. After some discussion he made several changes to the assignments (see ‘Committee Assignments 2022’).

Secretary position - He asked the board if anyone is interested in the filling the vacant secretary position. No one volunteered. President Erlandson stated that he would continue to serve as temporary recording secretary until the position is filled.

Section 259 Funding – President Erlandson updated the Board of Trustees re the proposed Section 259 Funding for libraries. He explained that, if approved, the funding would take the form of a separate tax levy for the library on the annual Bemus Point School tax bill. However, it has to be voted on by the school tax payers prior to implementation. A separate resolution would be added to the school tax budget ballot for tax payers to vote on. The benefit of the funding is that it would guarantee a certain amount of operating funding for the library every year. Since the Bemus Point Library is also in the Bemus Point School District, they are eligible for the 259 funding as well. Mike stated that he has spoken with the president of the Bemus Point Library and they are planning on moving ahead with the project. Therefore, he feels that it might be in the Fluvanna Library’s interest to combine efforts on getting the proposition on the ballot in 2023. He noted that there is a lot of issues to consider before embarking on the project. Executive Director Dekoff will be attending the work session on April 4 at 5:30 PM to discuss the matter in more detail.

New Business

MOTION by Kathy Carlson, seconded by Barb Swanson to adopt the Fluvanna Library Annual Report for 2021.

Appointment of New Trustee: President Erlandson reminded the Board of Trustees that there is currently a vacancy on the board. **MOTION** by Michael Erlandson, seconded by Jean Holton appointing John Wojciechowicz to a five-year term on the Board of Trustees, term to expire January 2027. Motion unanimously approved.

Increase in payroll costs - Cheryl stated that the payroll company being utilized by the library is going to start charging for hard copies of payroll documents. She explained that there is no additional cost if the documents are sent electronically. However, she has concerns about privacy issues if it is sent electronically. The board discussed the matter. The board directed Lynn to set up a special, secure email account for payroll documents.

Marcia also noted that the payroll company has increased its service fees by 5 percent in 2022. She stated that the CCLS will cover the cost increase.

Cheryl also asked the Board of Trustees to consider changing the date of the of the board meetings. She explained that having the meeting on the first Monday of the month sometimes makes it difficult to complete the previous month’s financial reports in time for the board meeting. Mike tabled the matter

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until the April 4, 2022 work session.

The board made a decision to discontinue candy sales at the library due to poor sales.

Future Meetings: Workshop: April 4, 2022 at 5:30 PM.
Board of Trustees meeting: May 2, 2022 at 6:00 PM. **(Note: date may be
Changed – see above)**

President Erlandson called for a motion to adjourn. MOTION by Marcia Rybicki, seconded by Jean Holton to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:28 pm.

Respectfully submitted,
Michael Erlandson
Temporary Recording Secretary