



New Woodstock
Free Library

Board Meeting Minutes
Tuesday, May 11, 2021
Minutes

Present: Board Members: Charles B. Shatzkin, Tracy Ladd, Ray Schwock, Kathy Weimar, Kathy Pratt

Librarian: Heather Elia

The meeting was called to order at 6:30 pm by President Charles B. Shatzkin.

1. Notice of this meeting is posted on the library website, social media, and the local newspaper.
2. Approval of minutes: Upon a motion duly made and seconded, the minutes of the previous meeting were approved.
3. Treasurer's Report: Ray stated there is no unusual activity year to date. The professional services line item is over the budget amount due to the legal fees incurred for the legal documents (personnel handbook, and by-laws).

Since moving some of the library savings cash to conservative investments, the accounts have gained approximately \$6,000. The final payment from the Fred Palmer bequest has now been invested as well. 96% of the annual income has been received. A grant of \$3,000 was recently received and Ray will set up a restricted account line item to track its use for reporting.

Ray presented the list of bills paid; upon a motion duly made and seconded, the paid bills were approved as presented.

Ray also reported that Quickbooks is now available online, allowing Charles and Heather to review current expenses during the month.

4. Report of the library director:
 - Attendance has increased by 35% since January 2021
 - Use of social media by the public viewing library info (Instagram, Twitter, etc.) has increased by 28%
 - Email newsletter was started – 29 subscribers
 - Old Home Day July 31 – Library will be open 9-12 and have a program for kids
 - Summer Reading program planning is underway
 - Will explore outdoor movie night either using the library side lawn and/or the town park. The library's copyright permission for showing movies will expire July 31. The costs were discussed. Upon a motion duly made and seconded, the amount approved to spend on movie nights(s) shall not exceed \$1,250.

For the June meeting, the Board requested a look at website metrics and circulation numbers. Since the library had an unusual year in 2020, it was suggested to compare circulation numbers from 2019 to 2021.

5. Annual library report: Heather reviewed the data in the report. Upon a motion duly made and seconded, the report was approved as presented.

6. No unfinished business from prior meetings.

7. New business:

Next construction grant: Heather reported the deadline for submission is July (quotes are needed by July 9). Discussion ensued regarding possible projects:

Foundation construction – needs drain tile

Replace the outside basement door and possibly cement block or stair work. If grant from SHIPA is obtained, it will require a historically correct model.

Other projects: landscaping – needs cleaning up around the building; edging has disappeared, bushes are overgrown, mulch is in poor shape. Tracy Ladd and Kathy Weimar will obtain quotes.

A grant for replacing the boiler has been submitted: Heather will follow-up on the approval and expected receipt of the funds.

Painting touch-up outside is expected to be paid for out of regular maintenance funds.

Upon a motion duly made and seconded, the meeting adjourned at 7:30 pm.

Next meeting: June 2, 6:30pm

Respectfully submitted,
Kathy Weimar
Board Member