



New Woodstock
Free Library

Board Meeting Minutes
Thursday, February 10, 2022

Present: Board Members: Charles B. Shatzkin, Ray Schwock, Kathy Weimar, Rachel Hunt, Heather Fais

Note: President Shatzkin informed that the NYS mask mandate is lifted and wearing a mask is not required (except in the health industry).

1. The Director posted the meeting date/time for the public as required.
2. Upon a motion duly made and seconded, the minutes of the previous meeting were approved as presented.

3. Treasurer's Report:

Reports do not include the current month's investment figures as the statements have not been received yet. No unusual activities. The school district payment is expected shortly.

The budget vote for the town of Cazenovia is coming up in May which will include the request for the library. Last year the amount requested was \$177,000; this year the maximum allowed amount is \$182,285.

Clarification was requested on what is included in the category "Professional Services". Ray explained it is for items such as web development, attorney fees, payroll, and bookkeeping. He explained the bookkeeping fee is invoiced once a year in January.

It was noted that an outside audit on the books has not been done recently, and the board agreed it should be done every five years. President Shatzkin will arrange for the audit with an outside firm.

4. Library Director Report:

Heather was not able to attend the meeting, but left a written report for the board's review (attached). A couple of items were discussed:

It was suggested that we track the usage of the free books (some simple way to note when those books are taken; how often that service is being used). Also, it was suggested to highlight that free books are available on twitter/facebook.

Some follow-up items for Heather:

Previously the library was responsible for cleaning up the Little Book Barn in the park, but that hasn't been done. Charlie said he would discuss this with Heather.

Make sure the walkway is shoveled by opening; if Adam cannot do it, find a high school kid in town to shovel it before school (and late day if necessary).

Actively recruit volunteers again; use twitter/facebook, local paper, bulletin boards, etc. We need to get more people involved and being at the library.

The front vestibule has been filled up with boxes of books (to go to Cazenovia), some old wood, and the desk (which is not in good shape). The board would like this cleaned out. Hire someone to haul it away if necessary. The door to the stairs must remain clear for fire code access.

5. Board members are to review By-laws and Personnel manual discussion at the next meeting. Comments/edits should be sent to Kathy & Charlie.

6. Heather has requested an extension to her ½ time work schedule for health reasons for 6 weeks.

The board approved the request not to surpass March 31.

7. Upon a motion duly made and seconded, the Library Annual Report was approved as submitted.

8. Regarding the policies for approval – the board will handle these at the next meeting.

9. **Distributions:**

Holbrook heating submitted and invoice for \$10,000 but Charlie will follow-up with them before approval to pay it as there are some work issues to address. This is related to the new heating system, half of which cost is covered by a grant.

Ray noted that there is a non-refundable credit of \$3,000 on our account with Mirabito for unused fuel oil, which could be used if we get our propane from them. The credit expires in June: Ray will contact them to make arrangements and get an extension if necessary since the propane tank still has to be moved and hooked up.

10. Correction:

Omitted from the previous minutes was the election of two officer positions:

President: Charles B. Shatzkin

Treasurer: Ray Schwock

Next meeting – Tuesday, April 19 at 6:30pm

The meeting adjourned.

Respectfully submitted,
Kathy Weimar
Secretary