

R.K. Kittay Library
Trustee Meeting Minutes
APRIL 17, 2023

Members Present: Arlene Horn, Judy Zinn, Anniken Davenport, Jean Nardi
Erica Shott and Director Stephen Niles

Members Absent: Carey Braidt, Sarah Porter

Call to order at 7:02 by Judy Zinn

Approve Minutes – Motion to accept March minutes; Arlene, Second by Erica. No discussion. Motion carried.

Financial Report: n/a

Approve Financial Report -n/a

Still setting up Quickbooks – no formal report this month. Outlined a few purchases for the Easter egg hunt.

Directors Report:

Ongoing projects -

1. Olivia is almost finished with the non-fiction section and I'll have her move on to kids DVDs.
2. Artist reception was held for Carey on April 1st. The poetry recitation was perfect for the occasion. The artist for May/June is CarolAnn Hawkins with photography. These will not be for sale at this time.
3. The Easter Egg Hunt was a great success with approximately 125+/- attendees. Stephen waiting for the pictures from his brother to share on our website and with the fellow organizers. For future years we'll need to expand the 8-10 age group to accommodate the crowd. Needed more eggs for that age group.

New projects -

1. Stephen will be adding the Spring Plant Sale Pre-Order page to the website. Flyers are made, board members invited to take some at the meeting to share around.
2. Grants – Stephen has applied for a \$500 grant to be used for lawn/yard games that will be part of our permanent collection. Plan is to have a kick-off event at a board game night at Sherman store – joint game night on the green with yard games to introduce concept to. Discussed making sure they would be returned. Working on the application for a grant that will benefit the library and Mettawee School 2k for library 500 for school – need help with grant application.
3. Scholarship - So far there have been no applications received for our scholarship. Stephen will post on Front Porch Forum and Facebook next. BBA and Long Trail have it on file for their students. Also will reach out to Granville High School.
4. Volunteers. Training will be needed on new automated system now that we're close to converting all the books. Some volunteers don't want to use computers. Will have to train volunteers on the system.

Old Business:

1. "No Strings" – comments/feedback – everyone seemed to love it. Thank you was sent to No Strings. Should the next No Strings be in December? Discussion was had. But December means over our programming budget this year because of the timing. Steven will look out for other grants. Jean – motion to go over budget and get No strings for December as public wanted them. Anniken second. All in favor, motion carried.
2. Easter Egg Hunt – comments/feedback – comments above.
3. H S Scholarship – update – see above.
4. Plant Sale – finalize plans. There has been a preorder for presale of 12 strawberry hanging baskets and 12 fuchsia hanging baskets. Carey has reached out for donations for the giveaways and raffle. Need

prices before posting to web for pre-sale. Carey is to provide. We have asked for donations from local gardeners via front porch. May put tomatoes on pre-order. Date of sale is Saturday May 20 at library. Discussion on when to pick up flowers – since we will have to sell from the library and not the firehouse this year, we probably have to pick up early Saturday morning rather than Friday evening. Posters distributed for the plant sale for trustees to post at physical locations across the area.

New Business:

New Business

1. Advertising – Discussed advertising of events. Messenger goes out on Thursday for all families that have kids at Mettawee. Need to have all advertisements in by Wednesday for publishing on Thursday. Let's try to do it two weeks in row bearing in mind those deadlines. Stephen says we need to decide how we are going to advertise. Would like a consistent approach. Advertising policy to come. Jean and Erica can work on a standard policy with a list of where to advertise and when to do so.
2. Possible Policy Review – don't have any to review right now – scheduled for the annual meeting.
3. Golf Tournament – save the date cards have been made. Will be June 4. Cards will go out Wednesday – already labeled. Steven posted on front porch forum – we can put registration form on our website. Carey can do a poster and will get it to Stephen. Teacup auction – we shall all bring an item of good value.
4. Other – where is book drop? Get update from Carey. Thank you note for those who helped put things together for the Easter egg hunt. Stephen will provide address for thank you note for the bunny and others who helped.

Adjourn 8:02 pm by Judy Zinn.

Next meeting May 15, 2023

Submitted by Anniken Davenport