

R.K. Kittay Library
Trustee Meeting Minutes
June 19, 2023

Members Present: Arlene Horn, Judy Zinn, Carey Braidt, Erica Shott, Sarah Porter and Director Stephen Niles
Members Absent: Anniken Davenport, Jean Nardi

Call to order at 7:06 pm by Judy Zinn

Public Comments: None

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

Financial Report: Presented by Erica Shott – No unusual expenses, waiting for quarterly update on endowment, Fundraising income of \$2,742 discussed, recommendation to email treasurer's financial report prior to meeting for trustees to review to lessen printing, at least one printed copy will be available at the meeting for reviewing details.

Approve Financial Report

Erica presented and explained budget/financial report. Motion by Sarah second by Carey to accept financial report. Motion carried.

Directors Report:

Ongoing projects -

1. Getting close to completing automated system, will be planning a volunteer training for automated system with help from Pat Mullens

New projects

1. Winnie Bell grant yard games have been purchased and have begun to arrive, will develop a yard game policy for board approval

2. The first Summer Reading application was received. Mettawee Community School has shared Summer Reading info. Theme for summer reading program is “all together now.” Dates are July 10-13 & 17-20

3. Park & Museum pass for patrons are arriving late this season but will be available.

Old Business:

1. 6th Grade Awards chosen by teachers were Mateo Farmer & Eleanor Zimmerman, Two \$25 gift certificates were awarded to the Mettawee students from NorthShire Bookstore.
2. Plant Sale: Total profit was 955.28, good number of plants, preorders are helpful and consider adding preorders for all types of hanging baskets to include sun mixes next year. Strawberry baskets were popular. Location at library was successful, Auction items were well received and delivered to winners the day of sale, Thank you notes need to go out for for donations.
3. Golf Tournament: Tee cup auction items were well received and a nice variety, less golfers this year, profit and more details will be shared at the next meeting due to Jean N. being absent.
4. Artist reception was held June 3 for CarolAnn Hawkins (photography), light attendance, artist recommended considering an evening time such as 4-6 in the future.
5. CLiF grant unfortunately was not completed due to the school districts inability to provide necessary documentation by the deadline, we will try again next year.

New Business:

1. Advertising Policy tabled until next month.
2. Refrigerator purchase discussed as necessary investment for events including summer reading program, new refrigerator will be more energy efficient which is important too.
3. Old Home Days Aug 12, discussed that submitting a float for the parade was not a feasible commitment, but instead the library itself will be in theme at our location with a “Where the Wild Things Are Book backdrop and props that coordinate with “Where the wild things grow” them. Library will be open until the parade starts.
4. Thank you notes for donations for recent auction items still need to be sent to Authentic Designs, Sherman's Store, Salem Hardware, Mandy’s Spring Nursery, A&J Agway, Laura’s Garden, and others. Erica, Arlene and Judy agreed to follow up on Thank you notes. Carey will email list of donors in need of Thank you’s she is aware of with address info.

Other

Motion to adjourn – Sarah, second Arlene – motion carried.

Adjourn 8:00 pm by Judy Zinn.

Next meeting July 17, 2023

Submitted by Carey Braidt