

## MEETING MINUTES

Present: Marjorie Galen, presiding; Marty Nealon, Yvonna Kopacz, Erica Goldman, Laurie Ferguson, Kris Haberman, Maria Gagliardi, recording.

Excused: Kathryn Shattuck

CALL TO ORDER: Marjorie called the meeting to order at 7:01pm

### APPROVAL OF MINUTES FROM OCTOBER 11, 2023 MEETING

Yvonna moved, Marty seconded. All in favor.

### LIBRARIAN'S REPORT

- Attendance in October was up, November is about the same as last year and overall attendance is up 6.5% YTD
- Circulation of digital items is up 14% but DVD circ is down 15%. Juvenile book circulation is down 37% and adult circulation is up 9.6%. Overall circulation is down 6%.
- Update to Personnel Policies making the director the only exempt employee.
  - **Motion: Beginning March 1, 2024, the library director will be an exempt employee and all other employees will be hourly employees. Laurie moved, Marty seconded. All in favor.**
  - **Motion: Full-time employees who work a 4 hour Sunday shift will receive 7 hours pay. Full-time employees who work on a Sunday for more or fewer than 4 hours will be paid at time and a half. Laurie moved, Marty seconded. All in favor.**

### BUILDING REPORT

- The roofer repaired the leak in vestibule at a cost of \$450

### FINANCIAL REPORT

- Operating Budget: Town Board adopted 2024 budget includes 2% increase for the library
- **Motion: To implement "Square" Point of Sales payment system with access to deposit funds in the Webster Bank Account. Yvonna moved, Kris seconded. All in favor.**

### OLD BUSINESS

- Winter Open House: was a big success. It brought in people who had not visited the library before. Suggestion to put more outdoor decorations to bring attention. Next year send personal invites to donors.
- Building Projects: Children's Room, Water Solutions, Historic Storage, Bathroom. Maria will check in with Michael Esmay to make sure we are on track to go before the town boards in the beginning of the year.
- Shakespeare play put on by Diana Green to benefit the Library, June 16 & 17: Diana was contacted by Events.com that they are aware of her outstanding payment and that the purchase of Brown Paper Tickets is contingent on making all users whole.

- Sale of the Vinegar Bible: Marty's nephew who is in the business said we spoke to the right people and was surprised that the estimate was so low. Board thought the condition of the bible is one of the reasons its value is low. No further action.

#### NEW BUSINESS

- Board Meeting Dates: The board adopted the following dates for its regular board meetings: February 7, April 10, June 12, September 11, October 9, December 11.
- 2024 Holiday Closing Dates: New Year's Day, MLK Jr Day, Presidents Day, Good Friday, Easter, Mothers' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving, Christmas Eve, Christmas Day.
- Long Range Plan: The board will review more closely for the February meeting.
- 2024 Budget: No motion to approve the budget. The board decided to hear what the other library boards wanted to do about the school district levy before adopting a budget.
  - Resolution to exceed the 2% tax levy limit imposed by New York State Law in General Municipal Law Section 3-c (adopted in 2011) for the year 2024 – tabled
  - **Motion to approve 2% increase on the salary budget line. Laurie moved, Kris seconded. All in favor.**

#### ADJOURNMENT

Yvonna moved and Kris seconded. All in favor. Meeting adjourned at 8:14pm