**Call to Order: 3:40 p.m.**

**Roll Call:** Ann Rogers Lane, Mary Jane, Nikki Lund, Piety Exley, Nick Cohen and later Rebecca Keough

Absent: Lisa Moore

**Public Comment Time Allotment:** none

**Secretary’s Report:** Emailed 12/23/2023. Motion by Nick, 2nd by MJ to approve and December 2023 Minutes – all approved

**Director’s Monthly Report & Statistics:**  Emailed 1/6/2024. Piety went through it briefly.

Holiday story time went very well and caused social interaction.

Nikki asked re United Way paycheck donations.

Bottles and cans gave us donations of over $2,400.

Piety 50% finished with annual report ready to put on website – will be ready to go this month.

Third Women’s talk on 20th January – MJ is going to play the harp.

Flowers native to the area, floral arrangements, Philadelphia Flower Show – Kelly Rell.

Thematic book club on 30th.

Black History will have a display.

Valentines – blind date with a book. The books are wrapped and sold for a donation – other libraries show the barcode and then check it out.

Hoping also for a quilt talk in February (Joan).

Knit and stitch on first and third Tuesdays.

Fred Stressing says town and other places locally not talking about the eclipse in April. Also talking to Park Commissioner Stevens.

**Committee Reports:**

**Finance Committee:** Mary Jane Stoltz

* IRS issue status – Piety was asked to resend the forgiveness package and has done so.
* End of year final reports – show a net profit of $19000+ (includes the $20000 of the ALA grant). MJ going to talk to Allied Financial re how to best list this.
* MJ, Nick and Nikki approved invoices.

**Grant Committee:** Rebecca Keough

* ONYA Grant Status – 3rd program in January 20th.
* ALA Grant – Nick said we had three bids – all for more than Rebecca thought they would be. Decided to go with Brian Malotte, provided he could do the job by June. Brian is hopeful that the job will come in under budget. Brian has not been notified he has contract yet. Will not need a project manager. One of the geriatric programs has been cut and therefore Nick feels it will be better to give Piety extra hours.
* Discussion: 2024 NYS construction aid. We will find out about it in the spring. Google: NY State Construction Library - <https://www.nysl.nysed.gov/libdev/construc>. We will need to come up with a certain amount (25%) for this grant. We would also like a dedicated meeting room out the back of the library. Nick also suggested a porch or area for events in the summer.

**Operations Committee:** Ann Rogers Lane

* Little Library at South Bristol – no update.
* Sexual Harassment education – almost all trustees completed.
* Create tracking for Board training.
* Ron’s End of Year President’s Report was briefly discussed.

**Fundraising Committee:** Ann Rogers Lane

* No Report

**Policy Committee:** Mary Jane Stoltz and Piety Exley.

* Policies required for annual report:
  + Open Meeting Policy
  + Confidentiality of Library Records
  + Conflict of Interest Policy
  + Whistle Blower Policy
  + Disaster Response Policy
  + Collection Development Policy
  + Meeting Space Policy (exception: if the library does not have a meeting room)
  + Internet Use Policy
  + Code of Ethics
  + Personnel Policy
  + Financial Controls: Purchasing/Procurement Policy and Petty Cash Policy.

MJ advises that we have all the above policies. Only external policies need to be on our website.

**Personnel:**

* Ann will be working on the completion of HR Handbook.

**Board Communication Committee:** Lisa Moore

Sally will be doing a hand off with Lisa.

**New Business:**

Looking for new Trustees. Nick’s wife, Cat, is willing to ask at Bristol Bookends. Rebecca also is talking to someone on Jenks Rd.

**Adjourned:** Executive Session at 4:50pm

**Executive Session:** 4:50 – 6:00pm

Next meeting February 13, 2024 at 3:30pm