

Cohocton Public Library Board Minutes

Tuesday, February 22, 2022

Meeting called to order at 4:17 PM by President Jessica Roper

Present: Jessica Roper (via computer), Kathy Krivitza, Pam Vogt, Sandy Shaffer and Jessie Zeh

Changes to agenda: cleaning service, postcards to legislators and employee pay change

Financial Report: Pam reported the following balances

Nov. \$311,258.44 (with outstanding checks \$305,754.98)

Dec. \$287,616.13 (with outstanding checks \$286,221.79)

Jan. \$268,786.27 (with outstanding check \$259,704.82)

Interest earned-\$11.79

Paid Family Leave \$11,247.55 interest earned \$.19

Transfer to be made from operating funds to PFL \$1,000 per for Donna, Kim and Jess Z.

Motion to accept February minutes made by Pam, seconded by Sandy and passed

Director's Report: see attached sheet

Highlights: Nov.-attendance down for storytime, nursery school attendance up and down, bone builders going good;, Dec.- Candy

Land 58 kids participated, donation from Don Eck in the amount of \$1000 from retirement account; Jan.-WIFI outside extender is wrapping up with service available down the street; Phase 2 of construction

Grant-hallway to elevator and Phase 3 will look at elevator shaft, back wall and access to upstairs

Old business:

a. Community room: should be done by the end of the week; waiting on furnace parts for new intakes and vents; Jess has requests in for

quotes on elevator shafts, state paying 75% with library paying 25% out of CD and extra being put toward building improvements

b. Mask restrictions: still requiring masks (up to library boards); giving away masks and kits created a lot of foot traffic

c. LTC Grant: working with Wayland

d. Secret Santa Shop: 35 served, more curbside pickups

New Business:

- a. All Employees getting paid for holidays: tabled until next month
- b. Policy Review: all reviewed and accepted with the exception of Paid Family Leave, vote: Kathy-Y, Pam-Y, Sandy-Y, Jess R.-Y
- c. Board Meeting Schedule: tabled until next month
- d. Elect/Re-elect Board Officials: nominations-President- Jessica Roper; vice-president-Jim Feely; Treasurer-Kathy Krivitza; secretary-Barb

Storms

- e. Tax Cap Budget: asking \$166,000; does not raise tax cap
- f. Grants: construction grant released in fall; ARC Grant-for job and workforce improvement for patrons; reimbursed 50% for 2 laptops and 1

chrome book purchases

- g. Building Improvements: center roof done last year, do sides need work; Mark suggested contracting with a cleaner for the gutters; back

wall, elevator shaft, and the back porch floor need masonry work

- h. Changes to agenda: Donna needs a pay correction of \$88 (she should have been receiving \$13.50 per hour, not \$13); cleaning-Jessie recommended purchasing a new vacuum cleaner and all agreed

Motion to adjourn made by Pam, seconded by Kathy and so done at 5:35 PM

Respectfully submitted,

Sandra Shaffer

Director's Report 2022

Board Meeting 3/21

Circulation 610 (671)

Patrons –168 (312) (197)

Computer Sessions- 18 (15) (3)

Computer Assistance- 1

New Patron Registrations 2 (8)

Digital Collection Statistics:

Overdrive Checkouts 26 + 2= 28 (46)

New Items 46 (121)

Holds Placed 34 (34)

Holds Received 145 (159)

Holds Filled 208 (268)

Facebook Statistics

Month Total Consumers 240 (360)

Month Total Post Engagements 547 (825)

Total Video Views 44 (65)

Page Reactions 170 (204)

Website visits 465 (438)

WIFI- 36 (29)

Story Time (In person, by apt.)

2/24 - 3

Nursery School

2/7 -4, 2/9 STLS Workshop, 2/11 -4, 2/14-2, 2/16 STLS Workshop, 2/18 snow day, 2/21-2/25

Winter Break, 2/28- 4

Bone Builders

2/1- 4, 2/8- 5, 2/10- 6, 2/15- 3, 2/17-3, 2/22-7, 2/24-3

Yoga

2/7- 4, 2/28-4

Program/ presenter

2/1 Salt Painting- 3

2/8 Macramé- 4

2/23 Scrapbooking- 3

2/23 Book Club -6

Black History Month- 2

February Notes

We were closed 2/21 for Presidents Day and 2/25 for Snow Day.

Nursery School and Yoga returned to our Community Room this month. Bone Builders is concerned about the floor/ slipping and has been using the main library. We began weeding our DVD and Children's sections this month. Community Room had the hallway and storage room completed by the end of the month.

Annual Report was submitted on time 2/28.

In response to the fire on Main Street in Wayland the library donated snacks and water to displaced families and brought soap, mittens, canned goods, etc. to the Legion for distribution to those in need.

STLS provided guidance at the end of the month to begin lifting mask requirements. Based on the governor's color coding of risk level we are medium and able to remove mask restrictions. Masks are still available but not required for entry. We will maintain cleaning and sanitizing practices.

March Notes

We closed 3/12 due to snow

We have seen a rise in numbers since masks are no longer required, story time numbers have improved. We are working on our seed library with Homesteaders Club and planning spring and summer events.