

Fort Hunter Free Library Board of Trustees
Monthly Board Meeting Minutes
April 11, 2024

The regular monthly meeting of the Board of Trustees Fort Hunter Free Library was called to order at 6:27 pm by President Beverly Osborne. Members present were Ava Douglass, Linda Dufel, Glenda Eager, Susan Nacco, Beth Osborne, Lynn Otto, Kara Travis. Excused: Stacey Delaney

Secretary Report:

Minutes from the March, 2024 had been emailed prior to the Meeting.

Motion to approve: Lynn Otto, Glenda Eager.

Motion Carried.

Treasurer's Report:

Kara Travis reported that she is getting close to reconciling all items purchased by credit card. She has begun a process to collect receipts on a regular schedule going forward. She expects to be done by May, 2024.

The watercolor painting class has increased to two classes – one for children, and one for adults. The children's watercolor class has been extremely popular so far.

We received the MVLS and Fonda-Fultonville Central School District funds. It has been put into the Money Management fund. We also received the money from the Stewarts Shops Holiday Match. We received \$500 from Precision Valve & Automation for sponsorship of the Burnt Hills Melody Makers.

We received the information packet/binder regarding Cyber Security, and Kara is going to move forward with purchasing the insurance.

There was an adjustment in the bank statement, where a transfer was made to Kara's personal bank account. There had been a mistake on the bank's side, where the direct deposit was taken out of her account, not the Library's. She ended up reimbursing herself with a check from the Library's account, to ensure another error was not made.

Treasurer's Report was emailed prior to the meeting.

Treasurer's Report has been filed for audit.

Trustee Training:

The Fort Hunter Free Library Board of Trustees reviewed a webinar regarding Roberts' Rules of Order for this month's Trustee Training.

Old Business:

Unfortunately, the party to celebrate former Board member, Barbara Lampkin's retirement from the board is on hold for the time being.

There is currently no new news regarding the Schenectady County Public Library, JA and MVLS.

Burnt Hills Melody Makers: Flyers were handed out, to be posted throughout the area to advertise the event, to be held on May 18. It will also be advertised through our social media sites. We are receiving two cases of water, two cases of seltzer and donuts from Stewarts Shops. New table coverings need to be purchased for the event. We are going to need help with set up and take down. Michelle Eggeston has volunteered to play music during the bands breaks, to allow people to continue to dance.

New Business:

Security cameras have been installed and are working well. Information that the security cameras on now installed in the facility needs to be posted.

As stated in the Treasurers Report, we have received the Cyber Insurance information binder. One thing that we need to do is background checks on future employees, volunteers and Board members. Kara will check with the Sheriff's office for the criminal background and sexual offender checks. She will also check with the insurance company to see if they will help cover the cost of the checks.

The annual Summer Board Dinner will be held at the Raindancer Restaurant on June 13, 2024 at 5:30 pm. Bev will invite the library staff.

Ava: It's Library Appreciation Week!

Director's Report:

The Directors Report was emailed prior to the meeting.

The Board of Trustee Library Pick

Month of April: Glenda Eager

Month of May: Sue Nacco

Linda made motion to adjourn the meeting.

Sue seconded.

Meeting closed at 6:54 pm.

Next meeting will be held on May 13, 2024

Respectfully submitted,

Beth Osborne, Secretary