

ANDERSON-LEE LIBRARY
Board of Trustees Meeting
April 15, 2024
7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, ~~Barber~~, ~~Bowers~~, ~~Cole~~, ~~Falcone~~, ~~Fiebelkorn~~, Morabito, O'Connell & Woolley
Excused- Cole
- IV. Secretary's Report- ✓
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
 - A. 2 hrs continuing education (Tyler sent a reminder link) - ✓
 - B.
 - C.
 - D.
 - E.
- VIII. New Business
 - A Children's Fair in June
 - B. Cassagada Central School (3 Libraries on proposition) 3
 - C. National Volunteer Week 2
 - D. Outdoor cleanup -
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, May 20, 2024 at 7 pm

Anderson-Lee Library
Board of Trustees Meeting
March 18, 2024

Call to Order: 7:05 PM

Attendance: M. Morabito, G. Cole, M. Woolley, T. Annis , B. O'Connell

Excused: Fr. Dan Fiebelkorn, G. Barber, M. Bowers, R. Falcone

Secretary's Report: G. Cole presented the Secretary's Report.
Motion made by M. Morabito to accept the report. Seconded by B. O'Connell. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report.
We learned that the proposition request has been hand delivered to the school district. Motion made by G. Cole to accept the report. Seconded by B. O'Connell. Motion carried.

Director's Report:

The data wiring project is scheduled to begin in the month of March. The project should only take a few days to complete. We had new hard drives installed in all of our staff computers and the computer lab machines. We also upgraded 2 of our laptops to their maximum capacity and we will measure their increased performance. The cost of all upgrades was only \$326.

New bookmarks have been ordered from Hae Jude. More eclipse glasses have arrived.

The county director of public safety has asked places to close for the day and most local school districts are closed. A motion was made by G. Cole to close the library as a paid holiday for eclipse day. Seconded by B. O'Connell. Motion Carried.

Tyler spoke with Shannon Matson at SCCS. The district will send one check at the end of the school year to cover UPK costs.

Bed bugs had been sighted in the library. Tyler had an exterminator come to eliminate the problem. No problems have been detected since the exterminator treated the areas.

We had previously approved a dumpster rental. Tyler was able to clean out some areas and he disposed of unused, unwanted, and outdated materials.

Planning for the summer reading program is underway. The summer program will run from the last week in June through the first week of August.

We may be included in a grant funding project to allow us access to the telescope resources at the Martz Observatory.

Tyler is exploring the possibility of acquiring remote outdoor lockers that could be used to expand our library resource deliveries to Forestville and other parts of our service area.

B. O'Connell made a motion to approve the Library Director's report. Seconded by M. Morabito. Motion Carried

Old Business:

- All trustees must complete 2 hours of professional development annually. Tyler has sent us the link for training resources.
- The audit committee met after the February meeting and the committee found all records to be in order.

New Business:

- Sales Tax – Maureen stated that this is set up by New York State and we file online every 6 months. ✓

Adjournment: 7:57 PM

Next Meeting: Monday, April 15, 2024 at 7 pm.

Respectfully Submitted by Gregory Cole



Director's Report

April 2024

NEW INFORMATION

1. Data Wiring Project Complete

- a. The team came in and took only about 2 days to get everything done. They worked very fast and we weren't interrupted much at all. The network was back up as soon as possible without any trouble. We are now up to date and got a wonderful deal. ✓

2. Eclipse survived

- a. As discussed at our last meeting, we took the day off. Thankfully, the area was not as inundated as estimated. We have a few spare solar glasses remaining now and plan on passing them on to charity donation service.

3. Computer Upgrades

- a. Still waiting on the work to be done on our machines. I don't yet have a time estimate from the system, but once we're on their schedule, work should go quickly. Jeff, from CCLS, has already taken one of our machines in to test his process on so that he can come in and move through the process before patrons come in.

4. Even More New Art

- a. Even more new pieces have come into our library. The space is looking better and better. Again, these pieces will also be regularly updated and moved, so we'll always have a fresh display for our visitors.

5. Back Door Lock Repaired

- a. It seems someone has stuck something inside our rear door lock. None of our keys were working. We aren't sure exactly when it may have occurred, however, it has since been fixed and we didn't need to replace any of our locks or keys.

6. Library Merchandise

- a. I am still exploring options on which vendor to work with. Many seem competitive, but I want to make sure we go with the best available choice. Ideally, one that provides high quality material, easy for users to navigate, design suite, and fair profit share.
- b. We don't seem to have a high resolution image file for our library logo either. So I will need to convert this to vector graphics or else come up with a way to get that high resolution version. ✓
- c. Once done, we can have a nice online store and an in person shop where people can order.

7. Remote Lockers Continued

- a. There are two basic approaches we can pursue - Indoor and Outdoor

- b. Beyond this both machines are functionally the same. Both are modular and we can expand as needed over time. We only need electricity, internet and for the outdoor model, a concrete pad. Delivery, setup, training - everything is induced in the cost of order.
- c. Once up and running, patrons in Forestville can order materials as usual from their phone, browser or call us here and we'll have it down there whenever we should set up our delivery schedules (which will probably be almost every night we're open.)
- d. Either option will be about 30k, which is roughly what we have inherited from the Friends group. We may be able to apply some local grants towards this as well (construction grants do not apply)

2024 Standard Direct Pricing – remoteLocker Outdoor

Item ID	Item Type	Quantity	Unit Price	Extended
RML000100-000-US	remoteLocker Outdoor - Control Module with 17 lockers	1	\$17,619	\$17,619
RML000101-000-US	remoteLocker Outdoor - Additional Module w 22 lockers	1	\$9,559	\$9,559
EDU020011-000-US	Training- introduction to remoteLocker	1	\$1,799	\$1,799
SHP000002-000-US	Freight White Glove Service (Estimated)	All	\$5,900	\$5,900
			Total	\$34,877

ku



Rendering of quoted system configuration above. This configuration would contain a total of 39 holds pick-up lockers

System configuration dimensions: 79" W x 25" D x 94.7" H (with rain shields)

e.

8. Successful programs

- a. We had many successful programs since our last meeting, including
 - i. Beekeeping Class
 - ii. Design and Paint a Stuffed Animal
 - iii. Garden Planning
 - iv. Mike Morton's Baby Animals
 - v. Make a Popsicle Bird Feeder
 - vi. Combined with our regularly occurring programs we had about 160 people come in for our events.

9. Entrance Restoration and Enhancement

- a. During our mold remodeling project the entryway wall had to be removed. It's been on the to do list for some time. I'm reaching out to local contractors to inquire about the cost of fixing the wall. We are hoping to put up drywall instead of tie to cut some costs and it will allow us the option to explore the possibility of a community-made mural to greet people as they visit us. *p*