

The January 11, 2023 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Mary Young, Lora Allen, Michael Iten, and Tracy Martorana. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the December 14, 2022 meeting were approved on a motion by Tracy Martorana, seconded by Mary Young, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for January, totaling \$15,276.27 were approved on a motion by Lora Allen, seconded by Michael Iten, and carried unanimously.

**Director's Report:** Attached.

### **Old Business:**

- **Cleaning:** Betsy Halvorsen informed the Board that Vanguard officially started their cleaning contract. Merritt has checked in to see how things are going. It seems that they are focusing mainly on emptying garbage cans and cleaning bathrooms. It's unclear if any vacuuming or other cleaning is being done. Betsy has reached out to Merritt Holly and PJ Fannon to determine who will be emptying the cardboard recycling bin going forward.
- **Wall Repair:** Terry Nothnagle from Campus Construction stopped in to say one more day was needed to work on the walls to repair the plaster (January 7). The scaffolding and ladder should hopefully be removed soon.
- **Parking Lot:** The board looked back at the parking lot renderings from 2020 and selected two options to move forward with in discussions with the school at the next quarterly meeting.

### **New Business:**

- **Annual Report:** Betsy let the Board know it is almost time to start the Annual Report to NYS.
- **Part-Time Clerk:** Betsy will be investigating hiring a part-time clerk who can be called in to cover shifts or help fill out the schedule as needed.
- **Board Elections:** Philip Weise's term will be up at the end of June 2023. The legal notice for the position opening will go into the newspaper in February. Betsy will talk to Philip to see if he plans to run again.
- **Discuss Budget for 2023-24:** A draft budget will be presented at the February board meeting. The budget will need to be approved by the board before the information is sent to the school in April for their budget newsletter. Depending on that due date, the budget will need to be approved at the March or April meeting.

### **Other**

- **Staff Holiday Lunch:** Due to the heat outage, the staff luncheon had to be canceled. It will be rescheduled for late January or February.

The meeting was adjourned at 5:52 pm.  
Respectfully submitted.