

Newfield Public Library  
Board of Trustees  
March 19, 2024

Present: Sue Chaffee, Jessica Hsu, Amy Brown, Rachel Hunsinger, Theresa Albert

Meeting called to order at 6:00pm

- Review of minutes, however there was not a quorum so there was not a vote for approval
- Open Floor: No speakers
- Directors Report: Sue presented:  
February Programs:
  - Regular programming continues to go well with good attendance
  - Wreath Making and Alaskan Adventure Monday were well attended
  - Bird Feeder Kits were distributed and well received

Upcoming events that need Board participation:

- Artist Reception: Tuesday, 3/26 at 5:30pm
- Eclipse: Monday, 4/8 at 3:00pm: the library will be taking a more casual means of gathering with eclipse glasses, snacks, etc. We will not be planning a formal gathering due to our location, possible weather interference and the assumption that people are making formal plans for a broader experience.
- JMA Field Trip: Saturday, 4/20 at 1:00pm Please connect with Sue if you are interested in attending (transportation is up to the person attending)

Stats: numbers continue to be better than last year and remains consistent

Staffing/Volunteers

- Program Coordinator hire: Welcome to Allison Desario! Her primary role will be coordinating and executing family programming for NPL  
**April Meeting: Present vote for her hire (no quorum for March Meeting)**

- Rachel made a motion to hire the Program Coordinator, Second by Jessica; all approved.  
Formal vote for hire in March

- Open position: Student
- BOCES March internship: Jason Putnam-Cole
- Vicki out on medical leave in March
- Two new volunteers (once per month): Emma and Sonja

## Grants, Donations, Financial updates

- GAP grant application approved. Also sponsored event at Littletree.
- CFTC grant applications submitted: SRP, AS, and collaborative grant for Dusty and Dott.
- Bullet Aid: Expecting \$4000 from Anna Kelles and \$2000 from Lea Webb – cameras and reconfigured book drop. Press release with Lea Webb confirmed \$2000 is coming.
- United Way grant due 3/27/24.
- Grant ideas: New community sign (Masons), outdoor furniture and storage.

Meetings/training: Sue continues with weekly/monthly meetings with community stakeholders and groups

- Veteran Memorial Park: Ribbon cutting on Friday, May 24 at 5:00pm

Building: Received quote for reconfiguring the book drop: \$2800. Will get 2nd quote as this seems high. Sue will reach out to another contractor; however *please contact Sue with any contractor connections*

2025 budget conversation is ongoing; with initial discussion regarding potential increase in tax

- Treasurer Report: Theresa provided an overview of the financial reports for January including revenue from grants, recovery funds, and donations. Incero will be doing their annual compilation (Theresa has received the letter of engagement)
  - Rachel made motion to approve the treasurer report, Jessica seconded. All in favor, motion approved

**April Meeting: Present vote for her hire (no quorum for March Meeting)**

## Old Business

- Recruitment of new Board Members: Sue will add to newsletter and webpage; advertise with other events the library holds
- Employee Appreciation Dinner: **Monday, April 22, 2024**
  - Amanda will create invitations
  - Menu: meatball subs, to be made at the history center with Jessica monitoring for food safety
  - Spreadsheet to be created for things to bring

- Spring Book Sale: will collaborate with Newfield Green Up day and an event at the Rod and Gun club on **April 27, 2024**
  - Move the quilt raffle (from eclipse day) to this date
    - Amy and Theresa will do 8-10am shift
    - Tom and Jessica will do 10-12 shift
    - 12pm-2pm shift TBD
  - Volunteers at GreenUp Day will get a “spend \$5 get 5 free” coupon
  - Rates for sale: \$1 per item for all items
    - Have one person do a count of items to be purchased, the other can complete the sale/handle money
  - Amy to contact Rick P about volunteers to count books, help carry bags, etc.

#### New Business

- Reminder about training: new year, new training! 2 hours of training time to be submitted to Sue and Amanda

Correspondence and Communication: None at this time

Next Meeting: April 16, 2024

#### Adjourn

- Rachel made motion to adjourn, Jessica seconded. All in favor, motion approved
- Meeting adjourned at 6:55pm

Respectfully submitted,  
Amy Brown