

Meeting of the Library Board of Trustees
Mannsville Free Library
106 Lilac Park Drive
Mannsville, NY 13661

The regular meeting of the Board of Trustees was held in person on Tuesday, January 11, 2022, beginning at 6:41 pm.

Board Members Present: Anita Jones/President; Andy Zuber/Treas; Valerie Deon/Sec (via zoom); Tina Rogers; Amy Hatch. Also present, Jean Appleby/Library Director

Approval of Minutes: December meeting minutes were approved as written; motion by Amy, 2nd by Tina

Public Comments: No public in attendance.

Director's Report:

64-Adults 39-youth 30 -storytime 18-comp. 163-patrons

- Storytime is steady, we are having fun. This month is winter fun and hibernation.
- No reply from Senator Barclay office on library sign, holidays.
- No reply from Todd at NCLS regarding computer prices.
- Paperwork for employees are signed for 2022
- Received a \$100.00 donation check from Rachel McConnell.
- January 18,2022 Small Budget Renovations and Grants, zoom meeting as a guest speaker in regards to our library.
- Received final paperwork from NYS for the grant, waiting on the last installment check.
- Book Club will meet thursday January 13, 2022 at 6pm to discuss "My grandmother asked me to tell you she's sorry", by Fredrick Backman. Next book is "Untamed" Glennon Doyle.

Treasurer's Report:

[2021-12 Treasurer Report for December 2021 Transactions - Google Docs](#)

- Total expenses for December \$2,757.66, payroll \$1,883.64

- NYS-45 & Federal 941 filed for 4th quarter 2021
- 941 Submitted to PERMA for 4th quarter 2021
- W-2 for 2021 have been filed with IRS
- W-2 for 2021 mailed to each employee
- 990N ePostcard for 2021 has been filed
- **Account Balances:**
 - **Watertown Savings Accounts**
 - Savings:** December Ending Balance: \$59,023.19
(includes \$30K from SJCS)
 - Checking:** December Ending Balance \$4,170.79
- **Motion by Val to approve Treasurer's report, 2nd by Tina; all in favor.**

Old Business:

- Construction grant awaiting final release of funds
- Evaluations have been signed and filed
- Final review & approval made for: Sub Employment Agreement, Employment Agreement & Personnel Policy

New Business:

- Reviewed 2022 Strategic Plan - will approve final in February
- Reviewed & approved Technology plan for 2022
- Following current NYS Guidelines for masking due to Covid numbers
- Reviewed Minimum Standards and Long Range Goals
- Approved Jessica Marrin as replacement for 5-year term vacated by Shelbie Pelton

Next Meeting Date The next regular meeting of the Board will be Tuesday, February 8, 2022 at 6:30 p.m in the library.

Motion to adjourn made by Anita, seconded by Amy; all in favor. Meeting adjourned at 8:10 p.m.