Tappan Spaulding Memorial Library

Board of Trustees Meeting Minutes

October 27, 2024 @ 5:45pm

**Meeting Attendees:** Kirstie Hardenstine, Erin Chapman, Betty D'Arcy, Rachel Dufresne & Adriana Reyes, Joe Mooney

**Excused Absence:** None **Guests:** None

**Call to Order:** 5:45 pm

**Approval of Previous Minutes:** Kirstie Hardenstine moved that the September minutes be accepted Adriana, seconded. Approved.

**Old Business Update:**

* Friends of the Library is still in the gathering interest phase.

**Summary of Director's Report:**

* See attached

**Summary of President's Report:**

* Library Director Self Evaluation has been completed, reviewed, and signed (Covers Evaluation period July 2023 - July 2024).
* Kirstie has checked in with Erin, Joe, and Shelby (tax preparer) about the 990 form progress. Joe is working with the village office to get the final paperwork needed (report from 2018) to Shelby.
* Shelby can help us prepare the form, but we need to submit it online and pay the fee to use the online site. Joe estimated, via email, that the site typically costs between $50 - $150 to submit the 990 form online.
* *Motion made by Kirstie to approve the purchase of IRS approved online software (*[*efile.form990.org*](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fefile.form990.org&c=E,1,pLkFs9bzmY0RZhfCgKA8R_1wphab72JAdIK7-U9fHXO7SZfA1tTBzvkZISY5dPsL1vhFxiQHo0vC7mAbMAqy-I3kUgOL-eRNUXqv_8BbyyuRrQEM&typo=1) *or similar) to submit the 990 form on or before the deadline of 11/15/24. Adriana, seconded. Motion carried / approved.*

**Summary of Financial Report:**

* 990 Tax prep still in progress.

**Executive Session (as needed)**

**Monthly Bills:** Reviewed & Signed

**Adjournment:** 6:30 pm

**Next Meeting:** Sunday, November 17, 2024 @ 5 pm

**October 2024 Director’s Report**

**Bills:**

NYSEG: 119.90

FLLS: 68.00

Spectrum: 166.75

AMEX: 578.39

Programming Update:

* StoryTime is going steady with 3-5 regulars attending each week.
* We had our first 4th grade field trip in October. We read a story about the history behind the Jack O’lantern, did a scavenger hunt, and the kids were given their library cards. It was a blast!
* Bookworm Book Club is not having any luck yet. I’m going to personally email some teachers just to make them aware of our program - maybe they could suggest it to a kiddo or two who they know would love it?
* LEGO Club has had low attendance. I’m not sure if it’s just because of summer and now sports?
* Book Club - has a steady 4 or 5 members.
* Stitch and Chat is continuing to grow! We may need to move it to the Noble Room or maybe downstairs?

**Annual Meeting** - Had an HR guest speaker. Betty and I sat with the FLLS IT guys - Betty asked about getting a technology grant for new computers. I’m going to check with Jenny or Heidi at FLLS to see if they know of any specific grants for technology in libraries.

**Thinking ahead**:

Holiday Magic: Last year we had crafts inside - the place got wrecked. I’m thinking this year, we could do a storywalk outside. We could purchase some cheap flashlights to pass out for the people who’d like to participate. Maybe I could pass out a wrapped book to each kiddo who comes over (have them categorized in age groups). Thoughts/Opinions?

Tree lighting: I have the look and find bulbs that I made last year. Maybe I can incorporate some kind of program tying in the bulbs. Could be something fun for not only kids, but adults as well? Ideas?

**Libraries Transforming Communities: Accessible Small and Rural Communities Grant?**