

**Dormann Library
Board of Trustees
Minutes
Tuesday, January 18, 2022**

Present: L. Bronson, S. Pifer, L. Perry, E. Simms, D. Shugars, L. Sawrotny, C. Stephenson, E. Stephenson, T. Didrence, and L. Rumsey

Call Meeting to Order: 5:02 p.m.

Adoption of Agenda: D. Shugars made a motion and C. Stephenson seconded. All approved.

Period for Public/Staff Expression: Tara Didrence shared her conversation with the newly formed Teen Advisory Group (TAG) as a requirement for our Libraries Transforming Community Grant. Through this, she learned of their desire for choice and the use of GroupMe as a text-based avenue of communicating with community. The school can put announcements on the Haverling TV for students. The teens want to learn about life-long finances (taxes, loans, etc.). Teens interested in their community and local economy. Interested in environmental activities, social justice, and art. We will be able to use this conversation to plan future activities at the library.

December Meeting Minutes: D. Shugars moved to approve and E. Stephenson seconded. All approved.

Correspondence: Received thank you cards from two staff members for their holiday gifts.

Director's Report –

- L. Rumsey shared her Director's Report, highlighting updates needed in the Empire Room, which were approved by the budget committee. Looking at possible use of the Senior Community Service Employment Program to staff the program instead of the library.
- Continuing with community outreach, such as the distribution of covid test kits and masks.
- Continuing to expand social media efforts.
- Discussed the logistics of staff awards

Committee Reports

Building Committee-

- Gutters leaking on the sides, but not in front of the doors

Budget and Finance- L. Bronson.

- We need the letter to school about 2023 tax cap.
- We will convene a special meeting to review the budget.

Personnel- No report.

Public Relations – C. Stephenson

- No report

Lifelong Learning –L. Bronson

- The accounts continue to gain interest.

- Seeking a new lead for this team.
- Cheryl will reach out to former community members.

Old Business

- None.

New Business

- Restructuring the Board
- Laura's term will end in December 2022, leaving us without a president after that.
- Recommendations of Elected Positions:
 - President, Laura Bronson
 - Vice President, Linda Perry
 - Tess McKinley- Secretary
 - Heather Schneider- Treasurer
- Committee Representation:
 - Building and Grounds- Kurt Mishrell (Chair),
 - Budget and Finance- Dan Shugars (Chair), Heather, Linda
 - Personnel- Emily Simms (Chair), Dan Shugars, Tess McKinley
 - Public Relations- Cheryl Stephenson (Chair), Lisa Zawrotny, Sam Pfiefer
 - Legal- (Chair)
 - Lifelong Learning- (Chair), Cheryl Stephenson
 - Book Barn Liaison-
 - Trustees should let Laura know which two committees we will each serve on.
- Oaths of Office.
 - Each trustee should sign and return to the library.

Period for Public/Staff Expression

- No public present.

Adjourned at 6:08 pm.

Next Board Meeting

- February 15, 2022

**Dormann Library
Board of Trustees
Minutes**
Tuesday, February 2, 2022

Present: S. Pifer, L. Perry, E. Simms, D. Shugars, L. Zawrotny, C. Stephenson, E. Stephenson, T. McKinley, H. Schneider, K. Mishrell and L. Rumsey

Call Meeting to Order: 5:43 p.m.

2023 Budget: D. Shugars moved to approve and C. Stephenson seconded, all approved. H. Schneider moved to go into Executive Session at 5:50 and K. Mishrell seconded, all approved. K. Mirshell moved to come out of Executive Session at 6:02 and D. Shugars seconded, all approved. All voted yes to approve the budget.

Adjourn: H. Schneider moved to adjourn the meeting at 6:04 and C. Stephenson seconded. All approved.

Next Board Meeting - February 15, 2022

**Dormann Library
Board of Trustees
Minutes**
Tuesday, February 15, 2022

Present: L. Bronson, S. Pifer, H. Schneider, L. Zawrotny, E. Stephenson, L. Perry, E. Simms, D. Shugars, K. Mishrell, and L. Rumsey.

Call Meeting to Order: 5:01 p.m.

Adoption of Agenda: H. Schneider made a motion and L. Zawrotny seconded. All approved.

Period for Public/Staff Expression: None present.

January Meeting Minutes: K. Mishrell moved to approve and L. Bronson seconded. All approved.

Correspondence: None

Director's Report:

- Report was provided. L. Rumsey discussed highlights.
- L. Rumsey is continuing to seek HVAC and flooring quotes, with a huge variance in prices and warranties. We agreed to proceed with the commercial quality and warranty.
- Tax cap override has been filed.
- Community outreach is active- blood drive, COVID tests/mask distribution, programming through Office of the aging, giving tree, and a retired social worker on site as a volunteer.
- Programming is in full swing- Discovery Kids, Family Resource Center, Make and Takes, Take Your Child to the Library Day.
- Laptops have arrived.
- Continuing work on social media.
- Roof repairs are done, but ice flow is dangerous.
- Need a volunteer to help with maintenance of fishing poles. K. Mishrell has agreed to fill this role.

Committee Reports:

Building Committee- K. Mishrell

Randall Roofing checked on the roof design and can't solve the ice at the entrance without reworking the roof design. This is not feasible at this time.

Budget and Finance- H. Schneider

We are on course per our budget. Similar to last year's expenditures.

Personnel – E. Simms

Nothing to report.

Public Relations – C. Stephenson

Nothing to report.

Lifelong Learning – L. Bronson

L. Bronson reached out to the former liaison, Angie Longwell. Pam Colomaio is willing to continue on the team as well.

Old Business:

- 2022 Committee Assignments

Building Committee Chair- Kirk Mishrell

Building Committee Members- Emily Simms and Sam Pifer

Budget and Finance Chair- Dan Shugars

Budget and Finance Members- Heather Schneider, Linda Perry, and Kirk Mishrell

Personnel Chair-Emily Simms

Personnel Members-Lisa Zawrotny, Dan Shugars, and Tess McKinley

Public Relations Chair- Cheryl Stephenson

Public Relations Members – Lisa Zawrotny and Sam Pifer

Lifelong Learning Chair- In Need

Lifelong Learning Members

Legal Chair- Linda Perry

Legal Members- None

Book Barn Liaison- Emily Stephenson

Secretary- Tess McKinley

President- Laura Bronson

Vice President- Linda Perry

Treasurer- Heather Schneider

- New Trustee Contact Info

Returning trustees should send updates name, phone number and email to L. Rumsey.

New member should send name, phone number and email to L. Rumsey.

New Business: None

Period for Public/Staff Expression: No public present.

Adjourned at 5:30 pm.

Next Board Meeting:

- March 15, 2022 at 5 p.m.

**Dormann Library
Board of Trustees
Minutes**
Tuesday, March 15, 2022

Present: L. Bronson, S. Pifer, H. Schneider, L. Zawrotny, E. Stephenson, C. Stephenson, L. Perry, E. Simms, D. Shugars, K. Mishrell, T. McKinley, and L. Rumsey.

Call Meeting to Order: 5:01 p.m.

Adoption of Agenda: E. Stephenson made a motion and D. Shugars seconded. All approved.

Period for Public/Staff Expression: D. Leininger from Isaac HVAC attended and presented on a new heating/cooling system. He recommended adding on BTUs with minisplits but using the existing ducting. He gave an estimate of \$108,000 to do the system, however there are grants that can be applied for to offset the cost.

February Meeting Minutes: D. Shugars moved to approve and H. Schneider seconded. All approved.

Correspondence: None

Director's Report:

- Correction to the report – Book Barn is opening April 18, but will start getting it ready in early April.
- Discussed referring patrons to various services related to sexual health instead of providing them at the library.

Committee Reports:

- Building Committee- K. Mishrell - Would like to know where we are at with grants before approving a new heating/cooling system to know the actual cost. Would like to get at least one more quote.
- Budget and Finance- H. Schneider - Had a loss investments and some big expenditures were paid, but everything is on course.
- Personnel – E. Simms - E. Simms will get in touch with R. Sprague in regards to ideas for National Library Week April 3-9. National Library Workers Day is April 5.
- Public Relations – C. Stephenson - Bath Kindergarteners hope to be there sometime in April through the school. C. Stephenson offered to help coordinate.
- Lifelong Learning – L. Bronson - C. Stephenson talked with P. Colomaio to think of some people to help with the committee and to think of the role of the committee. Would like to convene a group of board members and A. Longwell to rejuvenate the committee.

Old Business: None

New Business: Budget Vote Schedule - Need to notify Courier and have budget vote scheduled 45 days prior to budget vote. Courier must post 45 days prior to vote and notify the community via the paper a specific amount of times. Need to have an informational meeting for the Budget prior to the vote. Would like to have public meeting Thursday, June 2 and have vote on Tuesday, June 7. Will also need to create a handout for the budget informational meeting.

Period for Public/Staff Expression: No public present.

Adjourned at 5:50 pm.

Next Board Meeting: April 19, 2022 at 5 p.m.

**Dormann Library
Board of Trustees
Minutes
Tuesday, April 19, 2022**

Present: L. Bronson, S. Pifer, L. Zawrotny, L. Perry, C. Stephenson, E. Stephenson, and L. Rumsey

Call Meeting to Order: 5:03 p.m.

Adoption of Agenda: S. Pifer made a motion and C. Stephenson seconded. All approved.

Period for Public/Staff Expression: None present.

March Meeting Minutes: L. Zawrotny moved to approve and E. Stephenson seconded. All approved.

Correspondence: We received thank you notes from staff for the appreciation gifts.

Director's Report –

- Filed insurance claim to repair the smoke damage.
- Book Barn is open.
- New databases for the community (JobNow and Peterson's Test Prep).
- Expanding Community Outreach programs.
- Updates in the Empire Room underway (painting, floors, bulletin boards, etc.). It will be unveiled as the new Dormann Community Room.
- Reviewed safety incident and how staff responded.
- Accountant outlined a required change in payroll schedule.
- STLS has aid applications open for the season. Kathleen will present ideas next month for an outdoor classroom.
- Hero Parking lot signs ready to be unveiled.
- Leigh will be sending us links to the sexual harassment trainings.

Committee Reports-

Building Committee- K. Mishrell sent his report.

- Four heating contractors have looked at the job. Two were unable to quote the job, feeling it was too big for their business. One was scheduled to present tonight, but has backed out of the quote. One was able to quote the work. We have learned we do not qualify for the rebates.
- Seeking three quotes on pavement repair and sealing.

Budget and Finance- H. Schneider

- None this month.

Personnel – L. Bronson

- L. Zawrotny agreed to chair personnel moving forward.
- L. Rumsey asked the personnel committee to review the job descriptions.
- L. Bronson made a motion at 5:57 PM to move to executive session to discuss a confidential personnel matter. Motion seconded by L. Perry. 7 yay. 0 nay.

- Returned to public session at 6:30 PM.

Public Relations – C. Stephenson

- Kindergarten field trips in progress.
- L. Zawrotny bringing some photo releases for us to consider.

Lifelong Learning

- No report.

Old Business

- None

New Business

- C. Stephenson made a motion that we poll the trustees via email to accept the quote from Issac's heating as long as the confirmation of existing quotes meets our financial obligation. L. Perry seconded. 6 yay. 0 nay.
- Need a new Board member to fill the seat vacated by Emily Simms.
- Boy Scouts hosting the Spring Clean Up on April 26 from 5:30-7:00.

Period for Public/Staff Expression

- No public present.

Adjourned at 6:40 pm.

Next Board Meeting

- May 17, 2022

Dormann Board Meeting Minutes – May 17, 2022

Present: L. Rumsey, E. Stephenson, C. Stephenson, L. Zawrotny, L. Bronson, D. Shugars, H. Schneider (via Zoom)

Guest: R. Sprague

Meeting was called to order at 5:00

Moved to adopt agenda: L. Zawrotny seconded by C. Stephenson, all in favor.

- A thank you was extended to R. Sprague for her many years of service to the Dormann Board. Refreshments were provided and our best wishes were extended to Ruth.

K. Caudill and M. Hutto presented their vision and research for an outdoor classroom on the Dormann Library grounds. The purpose of creating this service would be to increase the quality and quantity of outdoor experiences for the community of Bath.

- Research highlights: exposure to nature creates better stewardship of the environment, nature works as a healer for many conditions, students exposed to nature display less aggression at school, children learn from hands-on loose parts play, opportunities are created to learn how to handle outdoor risks safely
- Ideas so far: classroom will include something for everyone, provide an experience that doesn't exist in Bath, opportunities to explore nature, possible picnic, pavilion, art, water, garden, sensory paths and climbing areas
- A rendering of possible layouts with notations of existing structures, water lines and electric were presented. Nature Explore Program is a possibility for more information as well as one suggested by B. Hildreth at STLS-
- The outdoor classroom may qualify for construction grant aide through STLS

The board decided to keep investigating the possibility of pursuing an outdoor classroom.

Approval of April Meeting Minutes- D. Shugars seconded by C. Stephenson, all approved.

Correspondence- L. Rumsey reported that we had been notified, through Wheat and Fitzpatrick, of money due us under the Retention Credit Program. (We retained and paid staff during the pandemic shut down.) K. Fitzpatrick has already processed the forms and the amount we will receive is close to \$111,000 dollars. Wheat and Fitzpatrick's fees for this will amount to about 11%. Discussion ensued. D. Shugars volunteered to investigate this matter with K. Fitzpatrick as the costs for procuring the money need to be justified.

Building Committee: L. Rumsey reported that the current furnace is not working at all. Hopefully, the new system installation will begin in June

Budget and Finance: No questions upon reviewing Heather's monthly statements. The investment accounts have taken a hit due to market conditions

Personnel: L. Zawrotny stated that, considering recent staffing developments, the Personnel Committee should meet to complete a policy audit. L. Rumsey will send current policies regarding staff, hiring, etc. to L. Zawrotny for review so that she can set up a meeting with the committee

Public Relations: C. Stephenson reported that the Haverling Kindergarten had visited the library and hopes to see an article in the upcoming Haverling newsletter as she has submitted the information to the school

Lifelong Learning: No report

Old Business: none

New Business: We still need to fill the Board seat vacated by E. Simms- L. Rumsey will forward a list of possible members to L. Bronson

Public Budget meeting June 2, 2022 at 6:00 p.m. in the Community Room

Next regular Board Meeting: June 21, 2022

Meeting Adjourned: D. Shugars moved to adjourn at 6:30.

**Dormann Library
Board of Trustees
Minutes**
Tuesday, June 21, 2022

Present: L. Bronson, S. Pifer, L. Zawrotny, D. Shugars, K. Mishrell, H. Schneider, C. Stephenson, E. Stephenson, T. McKinley, and L. Rumsey

Call Meeting to Order: 5:00 p.m.

Adoption of Agenda: S. Pifer made a motion and C. Stephenson seconded. All approved.

Period for Public/Staff Expression: Two public were present – Kim Ortiz and Kathy Partridge who are potential board members

May Meeting Minutes: L. Zawrotny moved to approve and H. Schneider seconded. All approved.

Correspondence: Received a thank you card related to an employee anniversary gift.

Director's Report –

- Report was distributed to board ahead of time.
- Will get a quote for the window to be removed to the annex.
- Will apply for the Outdoor Classroom for the Construction Grant through STLS.
- Will not try to get the books back from the patron that will not return over \$900 worth of books. Will not allow this to happen again based on policy/procedure that is now created.

Committee Reports-

Building Committee- K. Mishrell

- A lot was covered in Director's Report.
- Will likely need to get parking lot repaved at some point.

Budget and Finance- H. Schneider

- H. Schneider has been trying to get more information on the two living trusts that have been given to the library.
- D. Shugars checked on the amount of money that the library had to pay to get the funds from the government for keeping staff employed. The library had to pay a percentage to Wheat and Fitzpatrick for getting the extra funds. D. Shugars recommended getting a rate/contract from them.

Personnel – L. Zawrotny

- Working on freshening up Standard Operating Procedures. L. Zawrotny is working on them with L. Rumsey and will bring them to Personnel Committee when ready to review.

Public Relations – C. Stephenson

- L. Rumsey will send information to C. Stephenson to go to Bath School District on the Summer Learning Program.

**Dormann Library
Board of Trustees
Minutes**

Tuesday, September 20, 2022

Present: L. Bronson, S. Pifer, L. Zawrotny, K. Mishrell, H. Schneider, C. Stephenson, E. Stephenson, K. Partridge, K. Ortiz, T. McKinley, and L. Rumsey

Call Meeting to Order: 5:07 p.m.

Period for Public/Staff Expression: None

June Meeting Minutes: H. Schneider moved to approve and K. Mishrell seconded. All approved.

Correspondence: Received some thank you cards for summer programming at the library.

Director's Report –

- Report was distributed to board ahead of time.
- Pinnacle has provided a quote for \$6500 for snow removal this year – plan to have them come back this winter.
- Landscaping – Looking for a new company to do it. Will ask attorney/insurance company if can use volunteers to do this from here on out with donated landscaping equipment.
- Would like to use COVID Relief funds that are coming back to the library for any additional costs that may come up for the outdoor classroom.
- Would like to use tree service to get rid of some of the trees by the parking lot where staff used to park. K. Mishrell will get some quotes to do that.
- Will work with L. Zawrotny to create a non-discrimination policy.
- NYS is requiring that employers still pay COVID-19 pay. This is applicable for employees at the Dormann Library.
- Will be putting up cameras in the library as there has been theft inside.
- Would like to purchase insurance to offer to employees that work 30 hours or more. LeighAnn will contact STLS and Heather will contact her insurance agent for further research on it.
- Looking for a program coordinator in 18 months potentially as may lose a staff member.
- A donor would like to provide funds to the library to do something around aviation. Will learn more soon.
- Will be purchasing shelving now for the indoor book nook with donated funds that will be coming in soon.
- Looking for a contractor to do work – have not had luck finding one – open to suggestions.

Committee Reports-

Building Committee- K. Mishrell – couldn't hear well.

- Fall Clean Up – November 5 at 8 a.m. at the Dormann Library. Will ask school if can send volunteers and will also ask Cub Scouts and 4-H Boots and Clover.

Budget and Finance- H. Schneider

- On track for the budget – did use some investment funds to help with some capital improvements for the library building.
- Will be working on budget for 2024.

Personnel – L. Zawrotny

- Working in October with L. Rumsey on some SOPs.

Public Relations – C. Stephenson

- November 12 – Library Open House

Lifelong Learning

- Struggling to get the committee together and to do work related to the committee. Looking to raise funds for outdoor learning classroom. Will look at how much we can use for Lifelong Learning and will set up an FLX Gives and may do other fundraising. LeighAnn will contact Mark Schlechter regarding past information and documents.

Old Business

New Business

- Budget Committee – first draft of new budget should be available for November meeting
- Janet Arnold would like to attend October meeting to discuss our accounts
- Need to appoint new Vice President.
- Nomination of two new board members for December – need to figure out who.

Period for Public/Staff Expression

- No public present.

Adjourned at 6:28 pm.

Next Board Meeting

- October 18, 2022 at 5 p.m.

**Dormann Library
Board of Trustees
Minutes**
Tuesday, October 18, 2022

Present: L. Bronson, S. Pifer, D. Shugars K. Mishrell, H. Schneider, C. Stephenson, E. Stephenson, K. Ortiz, L. Zawrotny, T. McKinley, and L. Rumsey

Call Meeting to Order: 5:03 p.m.

Adoption of Agenda – K. Mishrell moved to approve C. Stephenson seconded. All approved.

Period for Public/Staff Expression: None

September Meeting Minutes: H. Schneider moved to approve and K. Mishrell seconded. All approved.

Correspondence: None

Director's Report –

- Need board members to help with Outdoor Classroom Committee – C. Stephenson and T. McKinley volunteered.
- Will have a service trim trees near the library parking lot. for \$300-\$500.
- Purchased volunteer insurance for \$100 a year.

Committee Reports-

Building Committee- K. Mishrell –

- Nelson Hobbs is doing passthrough construction between book barns.
- November 5 is Fall Clean Up at 8 a.m. There will be volunteers there as well as board members.

Budget and Finance- H. Schneider

- On track for the budget.
- Will be working on budget for 2024 on October 25 via Zoom.

Personnel – L. Zawrotny

- Have a meeting October 31 to go over SOPs.

Public Relations – C. Stephenson

- December 10 - 3-5 p.m. annual Christmas Party/Open House

Lifelong Learning

- Found policy for the Lifelong Learning Endowment.

Old Business

- Need new vice president starting immediately, a new president starting in 2023 and two new board members for 2023
- Griffin Bates and Randy Snavely were nominated as board members.

- Budget Committee will be meeting next week.

New Business

- D. Shugars made a motion and H. Schneider made a motion to override the tax cap. All approved.
Budget Committee – first draft of new budget should be available for November meeting

Period for Public/Staff Expression

- No public present.

Adjourned at 5:25 pm.

Next Board Meeting

- November 15, 2022 at 5 p.m.

**Dormann Library
Board of Trustees
Minutes**
Tuesday, November 15, 2022

Present: L. Bronson, S. Pifer, D. Shugars K. Mishrell, H. Schneider, C. Stephenson, E. Stephenson, L. Zawrotny, D. Shugars, T. McKinley, and L. Rumsey

Call Meeting to Order: 5:05 p.m.

Adoption of Agenda – C. Stephenson moved to approve D. Shugars seconded. All approved.

Period for Public/Staff Expression: J. Arnold from Community Bank was present in person with K. Hacker from Community Bank via Zoom. They gave a presentation on investment accounts.
M. Hutto (library staff member) also presented on FLX Gives.

October Meeting Minutes: K. Mishrell moved to approve and H. Schneider seconded. All approved.

Correspondence: The ARC sent a thank you letter for allowing them to put a food donation box at the library.

Director's Report –

- L. Rumsey went over the report.
- Would like to get the septic checked as there is an odor. L. Rumsey will get a quote.
- D. Shugars moved to approve and C. Stephenson seconded. All approved to get a quote for a new Fire Alarm System.
- H. Schneider moved to approve and K. Mishrell seconded. All approved to move funds from the Paypal account to the general account.
- Will need to get a commercial camera for the desk, the one donated to the library previously was more for home use.

Committee Reports-

Building Committee- K. Mishrell –

- Tree on property needs to be removed in the Spring.

Budget and Finance- H. Schneider

- Over budget for 2022, but had many issues to handle.

Personnel – L. Zawrotny

- Have a meeting at end of November to go over SOPs.

Public Relations – C. Stephenson

- Staff are doing well with social media posting.

Lifelong Learning

- Found policy for the Lifelong Learning Endowment. Would like to get the Lifelong Learning Group active again in 2023.

Old Business

- Need new vice president starting immediately, a new president starting in 2023 and two new board members for 2023
- Griffin Bates and Randy Snavelly were nominated as board members. Griffin declined and Randy is considering.
- Board members will reach out to potential candidates for trustees. Stacey Wing and Joe Baroody were nominated to be asked at this time.
- Reviewed 2023 and 2024 budget. Plan on voting on it in December 2022.

New Business

- None

Period for Public/Staff Expression

- No public present.

Adjourned at 6:51 pm.

Next Board Meeting

- December 20, 2022 at 5 p.m.

**Dormann Library Board of Trustees Meeting
Dec. 20, 2022**

Members Present: Laura, Kathy, Kirk, LeighAnn, Sam, Cheryl, Dan (Zoom)

Meeting called to order at 5:05 with the reciting of the Pledge.

Motion made by Kirk, seconded by Sam to approve agenda. Accepted

Visitor Statement: on behalf of the Steuben County Chamber of Commerce, Joe Rumsey informed us that the library has been chosen by the Chamber as the Nonprofit Business of the Year. There will be a recognition banquet on 2/25, the library will be recognized.

Nov. agenda accepted, Cheryl made the motion, seconded by Kirk.

Director's Report:

- Communications: thank you notes from staff for the gift cards. A food platter will be provided for staff at a later date.
- Cost to repair a leak in the sprinkler system came in at 3112.00. The leak seems to have stopped so will hold off on hiring the repair done.
- The pass thru is almost complete, the Book Nook is done and opened to the public.
- The refrigerator in the staff room has issues, Board approved buying a new one to replace it.

Committee reports:

- Kirk (Building) – questioned how the heat was this fall. Electric bill seems to be consistent with last year, running around 1000.00 a month.
- Heather (treasurer) – financial report sent to everyone. The 2023 budget needs to be approved soon. Merit pay for the staff was removed from budget, would like to put it back in. Total would be 6500.00.

Because we did not have a quorum, Cheryl made a motion that we vote via email. Approved. Items to be voted on via email:

- Amend 2023 proposed budget to include 6,500.00 to be used by the Director for staff incentive bonuses. Used as a discretionary fund. Cheryl made the motion, seconded by Laura
- Acceptance of 2024 Budget. Kirk made the motion, seconded by Cheryl
- Acceptance of Stacey Wing as a member of the Dormann Library Board of Trustees. Motion made by Laura, seconded by Kathy.
- Change of monthly meeting times from 5:00 to 5:30 to better accommodate those who work. Motion made by Cheryl, seconded by Dan.

LeighAnn will send out the voting information, please vote on each item. If meeting time is to change, the public will need to be notified.

Public Relations (Cheryl): Ryan Love and Phil Hy declined the invite to join the Board of Directors. Nate Longwell's name was brought up as a possibility along with Sue Hy. Stacy Wing has accepted the offer to join the Board.
Holiday Party was wonderful; musicians and all activities were great. The gingerbread house making activity was very well attended and everyone seemed to have had a good time.

Board positions that need to be filled; president, vice president and possibly secretary.

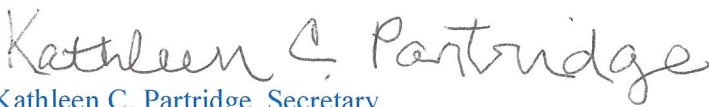
Meeting adjourned at 5:39. The next meeting will be held on Jan. 17th starting at 5:30.

Respectfully submitted,
Kathy P.

The following amendments to these minutes have been made via voting through email:

- The budget has been amended to raise minimum wage for employees from \$14.10 to \$14.20 in accordance with NYS law
- Tess McKinley has been elected as the Board of Trustees president, effective 1/1/2023.
- Laura Bronson has completed her term as president, effective on 12/31/2022. Thanks to Laura for the nine years of service as president of the Board of Trustees.
- Kim Ortiz will serve as vice president of the Board of Trustees effective 1/1/2023
- Kathy Partridge will serve as secretary of the Board of Trustees effective 1/1/2023

Respectfully submitted,


Kathleen C. Partridge, Secretary