

## • Raquette Lake Library

P.O. Box 129

Raquette Lake, NY 13436

(315) 354-4005

### April 19, 2021 MEETING

#### **I. Calling meeting to order**

Elizabeth Noonan (“Biz”) called the meeting of the Raquette Lake Library to order on Monday, April 19, 2021 at 5:35 pm at the RL Library. Present: Elizabeth Noonan, Jim Dillon and Carolyn Dufft. Others present via Zoom: Desiree Lurf and Nancy Grosselfinger.

The meeting cut-off at around 6:10 pm. Biz reposted a new link on the website. The meeting reconvened at 6:30pm. Biz recalled the meeting to order at 6:30pm.

#### **II. Minutes from the January 11, 2021 meeting**

Minutes from the January 11, 2021 meeting were approved as amended with the following two changes:

- (i) Letter to school: president sent letter to school asking for an increase of funding to \$11,500 (The notes mistakenly state \$12,000)
- (ii) Librarian Report: The month in the Interlibrary Loan section, for the materials that went out, needs to read October instead of August.

Jim made motion to accept the amended notes from the January 11, 2021 meeting. Biz seconded it. All were in favor.

#### **III. Public comment: Comments were received in writing by Nancy Grosselfinger.**

1. The adopted budget for 2021 indicates a total decrease in spending of \$6,550 from the prior year. Decreases are assigned to books \$650, staff \$7,000, postage \$250, travel \$350. There are expected increases in spending \$1,700, memorial books \$1,000, computer \$350, repairs \$350.
2. Income for 2021 is expected to be down \$6,550 or 10% from the prior year. Anticipated decreases are County \$200, LLIA \$1,000, copy cards \$150, book sale \$1,500, Senate \$4,000. Increases are expected in memorial gifts \$500 from the prior year.
3. At the January 2021 meeting during the public comment period I asked how the Board anticipated raising money to sustain and advance the library’s financial position in support of its Long Range Plan in light of the information received in fall 2020 that the Town of Long Lake would no longer be making its annual \$20,000 ‘donation’ to the Library (along with four other ‘donations’ to community not for profits including the CVW Long Lake Library). The reply was fundraising, \$750 allocated, up \$250 from 2020.
4. At the October 2020 meeting of the Board voted not to seek an increase in funding via school district vote/Ed. Law Section 259 [1]. The income source School would remain at

\$11,500 or .035362 per \$1000 taxable assessed value of property. (For frame of reference my tax is \$11.32.)

Question 1. Is the Library prepared to establish its tax exempt status for future donors? According to the IRS charities and not for profits website, Raquette Lake, the library is not listed. Perhaps its status is confirmed elsewhere? Future donors might be interested in this information being readily available.

Question 2. Is the Library intending to provide donors with acknowledgment letters suitable for income tax purposes? (letterhead, tax ID number, donation details, signed, dated).

Question 3. Has the Board considered also seeking Town of Long Lake funding via municipal ballot under Chapter 414 of the New York State Laws of 1995? This would require the Board to pass a resolution seeking municipal financial support, presenting a petition of 10% or more of voters within the Town in the last gubernatorial election (55/548 voters) to get the issue of a town tax for the Raquette Lake Free Library onto the November 2021 ballot. If approved by the voters the tax would begin being collected in January 2022, the year in which Town's 'donation' would cease. [www.nysl.nyed.gov/libdev/libs/pldtools/guide/1bitmuni.htm](http://www.nysl.nyed.gov/libdev/libs/pldtools/guide/1bitmuni.htm)

Has the Board consulted NYS expert Rebekkah Smith Aldrich on this process?  
Rebekkah@SustainableLibraries.org

Question 4. If the Board has considered this option why has it been rejected?

Question 5. How does the Board plan to sustainably make up the announced \$20,000 withdrawal of Town support commencing in 2022?

Nancy Grosselfinger

**Biz answered the questions as follows:**

**Question 1:** The Library is not a 501(c)(3) non-profit organization. The Board has no intentions of changing its current status.

**Re Question 2:** The Library is already providing donors with receipts in form of "Thank you" notes, that contain all information, but for the tax number, which is not required (see <https://www.irs.gov/pub/irs-pdf/p1771.pdf>). Also, please remember that the Library is not a 501(c)(3) non-profit organization.

**Re Question 3:** Nancy elaborated on Question 3. Board disagreed that the Town has indicated to no longer pay the \$20k going forward. Nancy suggested alternative course to demand taxpayer money. The Board will consider contacting Rebekkah Smith Aldrich.

**Re Question 4:** The Board has taken note of the suggestion.

**Re Question 5:** Again, there is no indication by the Town that the Town will cease to pay \$20k.

**IV. Treasurer's Report (for April) by Jim Dillon:**

- Income: \$ 27,310.86 (incl. \$20,000 from town; \$100 from boat club; \$207.75 insurance refund)
- Paid Bills: \$ 2,927.26

- Checking: \$ 30,534.02 (last month) new balance will be \$47,907.62
- Savings: \$42,258.72

**Report for February:**

- Income: \$12,002.10
- Paid Bills: \$ 3,202.72
- Checking: \$ 34,457.63
- Savings: \$42,322.56

**Report for March:**

- Income: \$1,589.03
- Paid Bills: \$ 5,512.64
- Checking: \$ 30,534.02
- Savings: \$42,322.56

Biz made a motion to accept the Treasurer's report and Desiree seconded it. All were in favor.

**V. Librarian's Report as done by Carolynn Dufft:**

Item Circ:

Jan 2021: 189	Feb 2021: 109	March 2021: 185
Jan 2020: 253	Feb 2020: 135	March 2010: 159

ILL (out):

Jan 2021: 315	Feb 2021: 296	March 2021: 373
Jan 2020: 278	Feb 2020: 213	March 2020: 124

The Meraki report (WiFi users for Jan, Feb, March 2021).

Jan 2021: 52	Feb 2021: 94	March 2021: 67
Jan 2020: 29	Feb 2020: 66	March 2020: 28

Work being accomplished since last meeting and during the winter hours:

- We are still working on weeding with only a few areas left. At this point we have approximately 500 books, audiobooks and DVD's for the 2021 Book Sale. By the time we finish we will be closer to 600, at least.
- The new all in one printer/copier/scanner/fax is in as of March 30th, when the SALS tech came up to install and show me how it works. I had to be here at 11 am, 2 hours before we open the library.
- Jack Regan took the other machines, including Desi's, and has stored them until the book sale.
- We are keeping the color printer(stored) just in case we need a backup if the new one has issues.
- Mitch Edelstein is picking up the copier which we have donated to the Fire Dept. (he has not gotten it yet, but I called and reminded him.)
- We have received new boxes of books almost every day to be processed and shelved.
- Depending on the weather and Jack & Turbo's schedule, we can put the furniture outside.
- With the new printer in place, we have started working on Memory Plates. I'm in the process of getting protective covers. I used up the ones we have.
- The new Alen air purifiers have been great. They detect, in 'real time', any air issues. The air quality has been very good, but it has detected if there has been a shift in the air. This summer will be a great way to see differences with more people in the library.

NYS Annual Report summary:

I worked on the 2020 report straight through from the time the portal opened. I worked consistently with Dianne from SALS until it was ready to submit. I asked for input from the Board on section 7 and a few other questions, which I received. There hadn't been much input from the Board regarding the Annual Report in previous years, but your participation this year was helpful and felt more like a team effort.

In the past, I would work on the Annual Report as time allowed around other daily work (since we have 4 weeks to work on it). Going forward, I will only work on the report and fit in other work when I can. Even working consistently on the report, it still was submitted during the final week before the deadline.

Jim does the financial section. I save each year's work sheets for both Jim and I to refer back to. Each year the report seems to want different information in different sections/spots etc, so there always seems to be something that needs refiguring. But we get it done.

Biz made a motion to accept the librarian's report and Jim seconded it. All were in favor.

## VI. OLD BUSINESS

- Our Newsletter is almost done
- Carolynn purchased the internet booster, to broaden the range of Wi-Fi in front and around the building. It works well. The SALS tech came to the library and installed the Netgear booster. He also made a test to show the increase in Wi-Fi range. Carolynn purchased the booster for less than \$100. The SALS tech said it was the lowest price they have seen.
- Fax to email: Desiree will send email on options.
- Biz and Desiree had a first conversation with Jack from SALS about email sign up on website and other links on website, such as for surveys, library membership and potentially for credit card donations. Carolynn asked to be included in conversations with Jack as she primarily worked on updating the website with him and likes the look/simplicity. Desiree welcomed her initiative and her taking the lead on the website. Follow-up work to be done. Desiree to get more information on setting up credit card payments/donations through website. As long as there is a trace of who donated (and a line on the bank statement) Jim has no objection. Otherwise a paper trail is preferred.

## VII. New Business

- Carolynn to suggest **new opening hours for the summer.**

In past years, the summer hours were:

Monday 2-8 (6 hrs)

Tuesday 10-6 (8 hrs)

Thursday 11-7 (8 hrs)

Saturday 11-3 (4 hrs)

Sunday 11-3 (4 hrs)

TOTALLING: 30 HRS

Going forward Carolynn suggests changing the hours to:

Monday 11-7 (8 hrs)

Tuesday 11-7 (Storytime at 11:30am) (8 hrs)

Thursday 11-7 (8 hrs)

Saturday 1-7 (6 hrs)

TOTALING: 30 HRS

Positives:

- Consistency
- Since we do not have a Sunday clerk, with longer hours on Saturday it should give patrons more than enough time to get to the library.

Also, we had 2 part time clerks for 4-6 hours each week, up to 6 hours as needed. With Carole resigning due to covid 19, Carolynn plans on using Sandy for 10-12 hours each week, as needed.

**Jim made a motion to accept the new opening hours, Biz seconded. All were in favor.**

- **Setting up credit card payments via website**, Desi to find out what is necessary and report back
- **Covid restrictions:** Carolynn suggested on keeping the space available to public use as is until at least June 1<sup>st</sup>. She suggested to keep the Adirondack room closed for the public and to use it to quarantine books. The Youth section/table/area will become available for public use.

- Jim hinted that he felt that quarantining books should no longer be necessary. Desiree agreed. [NB: In fact, Carolynn informed the Board after the meeting that SALS no longer requires quarantining books as of May 3, 2021].
- Carolynn shared her thoughts on programming. She voiced her concern that the community does not make use of the programming. In her 20 years experience, she feels that people don't respond well to programming. "With different nights of programs other places (e.g. Thursday nights at St. Williams) and people picking and choosing what they would like to do, unfortunately, it hasn't been the library. Programs have always been on a Wednesday night at 7 pm and are handled by a board member. Children's programs are best received over the last decade. I come up on my day off, Wednesday morning in August, to host the Zoo Mobile."
  - Desiree disagreed. From analyzing and summarizing the questionnaires, she felt that the community was lamenting the fact that few to no programs were offered for adults.

The next Library Board meeting is scheduled for August 21, 2021. There being no further business, Biz made a motion to adjourn the meeting and Desiree seconded it at 6:21 pm. All were in favor.

The next Zoom meeting is scheduled for August 21, 2021 at 5:30 pm.