

Falconer Public Library Meeting Minutes

September 28, 2023

The Falconer Public Library Board meeting was called to order at 8:02 a.m. by President, Steve Swanson via conference call in. Present were: Lisa Conti, Pam Vanstrom, and Brenda Weiler. Guests: Liz Jones and Lisa Lynde from the Chautauqua Region Community Foundation. Staff: Laurie Becker, Sandy Thies.
Village Treasurer: Paula Spunaugle

Secretary's Report was accepted with Lisa Conti making the motion and Steve Swanson seconded it. All in favor.

Chautauqua Region Community Foundation Staff were invited to come and share with the Board updates on the funds that the Library has invested with the Foundation. Handouts were presented to the Board with explicit explanation of what and how the funds can be used. Agency fund is unrestricted. The Board of the Library makes the restrictions. Permanent endowment fund, that has been established, will be around forever. The only amount that will be returned to the Library annually, would be the interest, with pay out annually. The 4.35% is what is paid out each year. There was discussion on the pros and cons of having this type of fund. Falconer Public Library non-endowment fund used by the Rosch Foundation. There was discussion on the reasons why the particular funds were set up the way they were and how they are dispersed.

Treasurer's Report given by Paula Spunaugle. She gave a review of the different funds we have and answered questions in regards to interest rates and when funds are available for use. Motion by Lisa Conti to accept the report as presented, seconded by Pam Vanstrom. All in favor.

Summer Statistics 2023 reports were presented to the Board by Laurie Becker and discussed. The Board was very appreciative to all the staff for the great work they do each and every day, especially in the summer when there are many additional events happening and always with a smile.

Adopt A Book continues to grow. A big thank you to Sandy Thies, for developing this program. It continues to bring in new contacts to the Library.

Trustee Additions continues to be discussed at meetings. The candidate that Steve had reached out to isn't able to take on any extra commitments at this time. Discussion was held on who else might be good candidates for Trustee positions.

Door Construction has been delayed. Laurie has been reaching out to Nate Goot to get a start date. New York State accepted the request and the money has been received by the Village.

Back to School Bash was attended by Library Staff with a table set up. However, it was noted that the location of table along with the distance between other vendors made the attendance to our table very slim.

New Business

Annual Meeting that is coming up was discussed along with an agenda for the event distributed. The location is Ellicottville this year. Lisa Conti would like to attend. Brenda Weiler and Pam Vanstrom are unable to attend this year. Steve Swanson was planning on attending.

Sexual Harassment Training/Trustee Training needs to be completed by each Board Member. Please send email to Laurie and Steve when these have been done. Laurie will need documentation to place on file.

Hours in reference to when the Library will be open to the public. The Board agrees totally that there must be ***2 staff in the Library at all times***. If this doesn't work with scheduling, then the 'open hours to the public' are to be adjusted and noted on Facebook and noted on the door. In today's day, we must make sure we have a safe environment for not only patrons but our staff. The Library will be closing at 5pm Monday through Friday. Saturday times will be adjusted 9 to 12 noon. Lisa Conti made a motion to close the Library at 5pm Monday through Friday and 12noon on Saturday, calling these our New Winter Hours. This motion was seconded by Pam Vanstrom. All in Favor. It was noted that the hours will be looked at again in the Spring of 2024. However, due to the safety of staff and patrons, hours may change without advanced notice. The Board agrees with that.

Historian's report – nothing new other than an Open House, that will happen on October 11, 2023 at 5:00 pm for community members.

Miscellaneous – nothing

Our Next Meeting will be Thursday, November 16, 2023 at 8:00 a.m. at the Library.
Note the Library will be closed November 23 & 24, 2023.

Motion to adjourn the meeting by Lisa Conti, seconded by Steve Swanson. All in favor.

Respectfully submitted,
Brenda Weiler, Secretary

