**Candor Library Board Annual Meeting Minutes**

**January 11, 2023**

**In Attendance:** Trish Engelhard (Board President), Marcia Enright (Library Director), Melvin Foster, Sue Gray, Deanna Houck, Gretchen Huizinga, Joe Morrison, Lois Purcell, Rita Quinlan, Oreal Richards, Roy Yarrington

* The meeting was called to order at about 7:05 PM.
* The minutes from the 2022 annual meeting were distributed via email prior to the meeting. Melvin moved that we accept them, and his motion was seconded by Deanna.
* Trish distributed an annual financial statement, prepared by Kim Sullivan, and after some discussion, it was also approved (Melvin moved to accept the report, Deanna seconded his motion, and all agreed). The discussion referred to was about how to handle donations. We agreed that if we receive a donation of $20 or more, that we would acknowledge the donation with a thank you note. Deanna volunteered to write thank you notes for donations that qualify.
* Marcia gave a comprehensive report of library activity for 2022 (outlined below).
* Trish also gave an annual report of highlights for the year (also outlined below).
* Following a motion by Deanna, the same slate of officers was elected for the coming year; that is: President: Trish Engelhard; Vice-president: Nancy Riggs; Secretary: Lois Purcell; Treasurer: Kim Sullivan. (NB: *Neither Kim nor Lois is an official board member)*
* Considering the cost-of-living adjustment being 8.7 % this year, Melvin moved that library staff receive a 9 % increase. Oreal seconded his motion. All board members agreed. Joe moved that the increase would apply to our treasurer as well; all board members agreed.
* The board also voted to keep Sue Gray, Joe Morrison, and Roy Yarrington on the board for another 3-year term.
* Board members reviewed an old document (dated 1996) outlining the library’s constitution and by-laws. Much of the information is outdated. After a careful review, and much discussion, Melvin agreed to re-write the document with current circumstances in mind. Melvin will re-write the document as was agreed at the meeting, then send it to board members for review.
* We agreed to watch the Sexual Harassment presentation (required for all staff and board members) at our February meeting. To keep the session on a light note, Deanna will bring cheese and Roy will bring wine to share while we view the presentation.
* We had a lengthy discussion about how to go about asking the community for a tax increase for the coming year. Our current levy is $18,000. After much discussion, we agreed to ask for an additional $17,000, making a total of $35,000 for the year. Trish and Deanna will make a date with Brent Suddaby (superintendent of schools) for some time in February, hopefully, to discuss getting the tax increase on a referendum for May. This follows protocol, as outlined in the bullet below:

*Whereas, the adoption of the 2023 budget for the Candor Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it resolved, that the Board of Trustees of the Candor Free Library voted and approved to exceed the tax levy limit for 2023, by at least the sixty percent of the board of trustees, as required by state law on January 11, 2023.*

**LIBRARIAN’S ANNUAL REPORT:**

2022 was back to more normal activities at the library after a couple years of working around Covid risks. Story Hour has been run by Donna Gibson from Family Resource Center of CCE. This summer Trish and Deb Collier provided music and stories for a very popular Story Hour Summer Reading Program. In the fall we resumed with Donna in charge with much appreciated help from Zina Benjamin with crafts and activities. Deanna Houck filled in a couple times and Mrs. Claus (Deanna) showed up to surprise the kids at Christmas time.

We continued our “Blind Date with a Book” which has been popular for the last few years. Thanks to Linda and Natalie Willard for their help with that.

Summer Reading Program was a great success with over 90 kids and teens, about 50% more than last year! We had weekly prizes such as book giveaways, Treasures from the Sea, Shark Week and more. We had visits from Tanglewood Nature Center, Dan the Snake Man, Didgeridoo Down Under and Captain Jack as well as three performances from the Orchestra of the Southern Finger Lakes. Many thanks again to the Candor Congregational Church for letting us use the church for these performances.

The Woodcarvers are back and meeting once a week at the library, as well as 4-H and Catholic Charities. A writers group and a book club are also back at the library.

We have been doing a Spice of the Month program with funds from the Outreach Mini-Grant and also had a great workshop on making salves and creams with Suzanne Johnson from Wildmoon Homesteading. We hope to have her back for another program. This was also paid for from the Outreach Mini-Grant.

Once again Trish, Linda and myself were at the library for Halloween, and had a great time passing out candy to the community.

Sarah Misson did a 4 week program on the book “The Four Agreements” and would like to do more programs at the library.

Finger Lakes System surprised all the libraries with $2000 each for collection development with funds they had from an unfilled position. This will be a great help in upgrading our collection.

I am fortunate to have a wonderful staff that works hard to meet the needs of our patrons in a friendly and helpful manner. The library is lucky to have them.

***Respectfully submitted by Marcia Enright***

**BOARD PRESIDENT’S ANNUAL REPORT:**

Thank you all for your work with the Candor Library over the past year. Listed below are some of the main highlights that occurred during 2022.

**January and February:** Meetings were held on schedule.

**March:** Meeting was cancelled due to bad weather.

**April:** Ron Donahue came to look at the water damage from November. We voted to change the library hours.

**May:** Marcia contracted with Ron Donahue to do the repairs from the November water damage. Roy reported that his research on the chairlift revealed that we should not pursue a new chair but rather to fix the chair, then invest in a maintenance plan to keep it working. The Budget is still being examined.

**June:** The board began a more serious discussion about getting an increase on the School Budget Vote, to ask for a tax increase. Marcia was in Alaska. Kim and Trish came up with a proposed budget that was accepted by board members.

**July/Aug:** No board meetings, but the library had a wonderful summer of activities.

**September:** We didn't have a quorum for the meeting. Marcia gave a report on the many events held during the summer. The toilets have both been replaced and water damage repaired.

**October:** The book sale, held during the Fall Festival, made $2,400.00. We had many questions about how to ask for a tax increase. Sarah Glogowski agreed to come speak with us in November.

**November:** The highlight in November was having Sarah Glogowski meet with us, to help us understand how to ask for a tax increase. NYS education law provides guidance for the school vote to assist in a tax increase for public libraries. We are now in the process of moving forward with our request.

I am very grateful for the dedicated staff, trustees, Friends of the Library and volunteers who help to keep the library one of the treasures in the Candor Community!

***Respectfully submitted by Trish Engelhard***

The annual meeting adjourned at about 8:36p.m.

***Next Board Meeting: February 08, 2023 at 7 p.m.***

*Minutes were recorded, gathered, and respectfully submitted by Lois Peret Purcell*