**Candor Library Board Annual Meeting Minutes**

**January 12, 2022**

**In Attendance:** Trish Engelhard (Board President), Marcia Enright (Library Director), Mel Foster, Sue Gray, Linda Kacapyr, Joe Morrison, Lois Purcell, Rita Quinlan, Roy Yarrington

* The meeting was called to order at about 7:06 PM.
* Trish read minutes from the 2021 annual meeting, which were approved (Joe moved to accept them and his motion was seconded by Rita). She also distributed copies of a financial statement prepared by Kim Sullivan. It was noted that we had received the funding from the town for $6,000.
* Marcia gave a comprehensive report of library activity for 2021 (outlined below).
* We elected the officers for next year - President: Trish Engelhard; Vice-president: Nancy Riggs; Secretary: Lois Purcell ; Treasurer: Kim Sullivan. (NB: *Neither Kim nor Lois is an official board members)*
* Considering the cost-of-living adjustment being 5.9 % this year, Melvin moved that library staff receive a 6 % increase. Joe seconded his motion.
* The board also voted to keep Melvin Foster, Nancy Riggs, and Oreal Richards on the board for another 3-year term.
* The board welcomed Roy Yarrington to replace Lois Purcell on the board and finish out her term.
* There was a discussion about the tradition of board members paying annual dues of $5.00 each. No one is clear why there is a practice of board members paying dues. The discussion was tabled until our February meeting.

**LIBRARIAN’S ANNUAL REPORT:**

2021 was another year of working around Covid risks and health directives to provide services to our community. We resumed Story Hour this summer, led by Deb Collier with Trish Engelhard joining in to provide music. Each week we had craft bags for the kids to take home and book giveaways. We had a lot of fun and great participation from the community. Donna and Kaitlin from Cornell Cooperative Extension joined us a couple of times with healthy giveaways and more craft kits. Summer Reading was a success with over 60 kids and teens participating. We tried a new challenge this year for the teens that seemed to inspire more reading! This year we hope to find a better solution to hauling up the rug each week! Terry Brogdale, with much regret, decided she could no longer do Story Hour while still doing day care. We are thankful for the many years she gave to Candor kids with her energetic and fun Story Times. Donna and Kaitlin from Cornell Cooperative Extension offered to continue Story Hour for us. Once we moved inside, attendance has been sparse, however. We hope once we get warm weather again and can be outside where parents feel more comfortable, that attendance will pick up. Sandy Morris has offered to help with Story Hour and will hopefully bring some of her artistic ability for some fun projects. Donna mentioned a field trip to their new farm come warm weather. Deb Collier has offered to help again this summer when they are back in town.

We also had some other fun programs over the summer with visits from Tanglewood Nature Center, Magician Dave the Great, and Dan the Snake Man. We were happy to have two performances from the Orchestra of the Southern Finger Lakes. Thank you to the Congregational Church for letting us use their church for Carnival of the Animals. Sue Heavenrich and Johanna Van Sterre did a Poetry from Nature workshop that produced some nice postcards for us to give away.

This year we did not offer any virtual programs as we did not have good attendance at those in 2020. Instead, we have been doing Take and Makes, thanks to funding from the Rosen Grant. These have been very popular from Summer Programming through the fall and winter.

We participated in the Great Giveaway this year by collecting items for the food pantry. We ended up with four boxes to deliver to them.

We had a great time at Halloween with Linda and myself giving out candy and Trish and Gary entertaining the kids. I lost count of kids and we ran out of candy so we started giving away left over summer reading prizes and I asked my son to bring their bags of candy until we ran out entirely!

Joe and I set up at the town block party to give away books (from Rosen Grant) It was fun to meet new people from the community!

We have not been doing in-person programming except for one painting class with Sandy Morris. Lego Club is still on hold. Hopefully this year will bring in person programs back.

We did get to try our new Disaster Plan when the toilet overflowed and flooded the basement. Gretchen was working that day, and began clean up, along with her husband. Linda showed up and got Eric Lang to help. He brought his son. I hurried here from Conklin and Trish and Gary also helped. Eric had Roto Rooter come and pull the toilets and snake the lines and had the septic tank checked and pumped. We are STILL waiting to hear more from insurance company.

I received an email in early January that we should be doing daily health assessments for staff. We had stopped doing them so I will get new instructions on that and put the routines in place.

***Respectfully submitted by Marcia Enright***

**BOARD PRESIDENT’S ANNUAL REPORT:**

The first thing I would like to do is to thank the board and staff at the Candor Free Library for supporting me as I worked through this year as president. I’m not sure I was as present with library details and business as I could have been; COVID added worry to our world, my job in the Ithaca school district and my son’s situation in Miami created some stressful times for me. Thankfully, Marcia Enright, Linda Kacapyr, Lois Purcell, Gretchen Huizinga, and Kim Sullivan have done an incredible job keeping the library open and available as a welcoming, safe place for the Candor community.

2021 has been a year of transitions. At the January meeting Linda expressed a desire to cut back her hours, Marcia and Kim worked on their first Financial Report and did some fine tuning of the bookkeeping. A few changes in the spring included changing our phone plan, working on the disaster plan and hiring Lois Purcell as part-time staff. During this time, we also realized how much work Kim was doing for the library and decided we wanted to compensate her for the work she is doing.

Marcia successfully acquired grant monies from various sources that enabled her to purchase first reader books and take-home crafts for the summer reading program. In June, Gretchen Huizinga accepted a job to work Thursdays and every other Saturday to work. (Thank you, Gretchen!) We bought two new computers, a new printer, and the managed to get the Wi-Fi working better in the building. We took July and August off from board meetings; the summer reading program had many participants and the summer story time led by Debbie Collier was a huge success. Because of two new staff members and Kim’s compensation, Kim suggested that we purchase a payroll program to generate paychecks and to help make our records clearer.

At the September meeting we welcomed Gretchen to the staff team. Kim suggested we review our insurance plan as well as ask for the school budget tax increase. During the Fall Festival weekend, the Friends of the Library book sale was another big success, taking in $2,580. Marcia and Joe promoted the library and gave out books at the Block party at the Town Hall. Trick or treating for Halloween at the Library was another fun event. Our letter requesting funding of $6,000 was sent to (and received) by the town board.

A week before Thanksgiving, we dealt with a water disaster in the bathroom above the storage room. Gretchen’s husband quickly came with a wet vac, Eric Lang, Gary Johnson, Marcia, Linda, Melvin, and I moved boxes of books up off the floor in the basement. The Friends of the Library also were involved with the cleanup Marcia has been working with the insurance company and the village officers about future repairs.

So looking back on 2021, it was quite a year at the library! Thank you all for your support and patience this past year and I look forward to more positive adventures at the Candor Free Library!

***Respectfully submitted by Trish Engelhard***

The annual meeting adjourned at about 8:10 p.m. We moved to a brief monthly meeting:

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* We agreed to participate in the mandated Sexual Harassment Prevention training at our February meeting.
* We discussed the chair left. It has been repaired for now, but there seems to be no confidence that it will remain operational in the long-term. There was some discussion about a chair lift vs an elevator, reaching no decision, but we agreed to discuss at our February meeting.
* We also discussed the status of the coverage from the flood damage in November. Though the adjustor did come to survey the damage, Marcia has received no further word from him. She will follow up with the insurance company.

***Next Board Meeting: February 09, 2022 at 7 p.m.***

*Minutes were recorded and respectfully submitted by Lois Purcell*