**Candor Library Board Monthly Meeting Minutes**

**February 08, 2023**

**In Attendance:** Trish Engelhard (Board President), Marcia Enright, Melvin Foster, Sue Gray, Sue Heavenrich, Deanna Houck, Linda Kacapyr, Joe Morrison, Lois Purcell, Oreal Richards, Roy Yarrington

**MISCELLANEOUS BUSINESS:**

* The meeting was called to order at 7:04 p.m.
* Trish read the minutes from the November 2022 meeting. Melvin noted that a correction was needed in the section about our request from the school board for a tax increase. **NB:** We have not requested a tax increase for 13 years [the minutes have been revised]. Melvin made a motion that we accept the revised minutes, Roy seconded his motion, and all attendees agreed.
* We reviewed the treasurer’s report for January, prepared by Kim Sullivan. Roy asked about an item labelled *Repairs and Maintenance* in the amount of $860.60. A call was made to Kim Sullivan for clarification. The section should have been labelled “Fuel oil”. Kim will make the correction.
* Trish read a letter from Rita Quinlan, expressing her desire to resign as a member of the library board for a variety of personal reasons. Deanna moved that we accept Rita’s resignation, Roy seconded her motion, and board members voted to accept her resignation, noting that we will miss her good humor, good judgment, and long history of a connection to the Candor Free Library.
* In light of Rita’s departure, Sue Heavenrich (former board member) had expressed interest in rejoining the board. All board members present voted to welcome Sue Heavenrich back to the Candor library board. She will serve out Rita’s term.

**LIBRARIAN’S REPORT:**

Trish Engelhard, Deanna Houck and I met with Superintendent of Candor Schools, Brent Suddaby, to discuss our decision to go on the ballot this year for an increase. Mr. Suddaby was very supportive. Since it has been about 14 years since a tax increase for the library was on the ballot, he said he would look into what the school’s responsibility would be and how to go about it.

On February 7th Deanna and I met again with Superintendent Suddaby to discuss progress. We were provided with the wording of the ballot proposition.

“Shall the Board of Education be authorized to levy additional taxes in the amount of $17,000 annually, and pay over such monies to the Candor Free Library Association? (The voters approved the annual appropriation of $18,000 on May 19, 2009.)”

Mr. Suddaby said he would present the request to the School Board at their next meeting on Feb 16th. While it is required for the School District to put our request on the ballot it will be helpful to get their endorsement and support. He did not think it was necessary for us to attend at that time. He suggested the best time for us to attend would be the 2023-2024 Budget Hearing on May 9th. While a petition is not required since we’ve been on the ballot before, he thought it would be helpful to have one to present to the School Board. I have a sample of one used by Apalachin Library.

I gave Jennifer in the Village Office a copy of our current contract with the Village, along with a note asking if they wanted to meet. Their lawyer reviewed the contract and wrote up a new one with a term of 5 years from June 1, 2023 and expiring May 31 2028. Eric Halstead has signed the contract. The library board will need to review and signature of Board President is required.

Kim and I are currently working on the Annual Report. It is due to FLLS by March 1st. The Board must approve the report before it can be submitted.

I will also be working on the Rosen Grant of the Community Foundation of Tompkins County. The application is due February 22nd. I welcome any input from the Board.

The Outreach Mini-Grant is due in March. Sarah Misson has expressed an interest in doing a series on Health and Wellness. She is putting together a proposal for the grant.

Another grant that may be of interest in the future is The Small Grant Program of the Community Foundation of South Central New York. This grant ranges from $250-$5000, and “Proposals may be submitted for program, small capital purchases, or capacity building projects”

*Submitted by Marcia Enright*

**ANNUAL REPORT:**

Marcia and Kim have been begun the work to prepare the annual report. Board members are required to approve the annual report before it is submitted to FLLS staff. It is due to FLLS staff my March 1, but our next regular meeting is not scheduled until March 8. Therefore, Trish will call a special meeting, just for approval by board members of the annual report, for February 21, perhaps at 6 PM. Trish will send a reminder to board members regarding that meeting, and also clarify the time of the meeting.

**VILLAGE CONTRACT:**

As Marcia reports above, Village of Candor personnel presented her with a five-year contract for the use of the village building to continue to house the library. Board members carefully reviewed the contract, paying particular attention to Section 2B, which addresses responsibilities for maintenance of the building as well as certain expenses. The section was awkwardly worded, and some board members felt that we should ask the village to rewrite that section. Trish called a vote to determine whether we should ask for the contract to be rewritten. The majority of members present agreed to accept the contract as written.

The official meeting was adjourned at 8:07 pm.

**SEXUAL HARRASSMENT:**

Melvin brought his laptop and large monitor to the library so that we could view the required Sexual harassment video. And as promised, Deanna and Roy brought refreshments, in the form of wine and cheese & crackers, to share while viewing the video. We viewed the video together, to satisfy the requirement for all board members and library staff to complete the viewing. The refreshments were a delicious added touch!

The next regular monthly meeting will be March 08, 2023.

***Minutes respectfully submitted by Lois Purcell***