

Elbridge Free Library  
241 East Main Street  
Elbridge, New York 13060  
April 19, 2023

The Quarterly Business Meeting of the Elbridge Free Library was called to order on April 19, 2023 at 5:00 PM. The following members were present: Cynthia Zainchowski, Kathy Wood, Kathy Norman, Bette Tucker, Deb Walrath, Kathy Long, Casey Westby, and Peggy Bennick. Julie Clark was absent.

#### Secretary's Report

The minutes of the January 18, 2023 Reorganizational Meeting were read. One correction was noted. Kathy Wood's name was left out of those present at that meeting. A motion to accept the corrected minutes was made by Kathy Wood and seconded by Cynthia Zainchowski. The motion was unanimously approved by the Board.

#### Treasurer's Report

As Julie Clark was absent, the Treasurer's Report was temporarily tabled.

#### Director's Report

Casey Westby reviewed the Annual Report that is submitted to the State. Kathy Long made a motion to approve the report as presented and Cynthia Zainchowski seconded the motion. A vote was held and the motion was unanimously accepted.

The Village of Elbridge is supplying the Library with an ADE machine. Training will be available. Narcan is available for emergency situations as well. A community education class on the use of these is being considered.

We are in need of two policies to be written and available for use by the staff. A written policy of who, why and when the library can be used by outside groups will ease facilitation of the premises. Another policy for reconsideration of materials is needed.

Casey stated that the computers for use by the public are slowly malfunctioning. The Board gave permission to the Director to order new computers and screens as needed.

The statistics for patron usage of library offerings continues to grow and expand.

#### Program Report

A lengthy list of programs and activities was discussed for both children and adults. Children's programs included Bingo, Easter Egg Creation, Teddy Bear Sleep Over, Home Alone Program, Teen Tuesday, Peep Catapults, Lego Club, and Home School Hangout.

Adult programs included Card Class, Macrame Class, HOGS, Quilting Class, and Book Club.

The Summer Reading Program is all planned. Jack the Magic Man and a Pokémon expert are part of the program. The program starts June 30, 2023.

#### Old Business

Bob Chestnut has been approved by the Village of Elbridge for the exterior painting of the Library. Due to budget restraints, the painting must be completed by May 31, 2023. Midnight Blue has been selected as the primary color.

The Library has Notary Service available.

The Annual Garage Sale Fundraiser is scheduled for July 8, 2023. A food truck will be available and the library will receive the application fee required for homes to participate.

Stephanie Harris, our liaison with the Village of Elbridge, is organizing the celebration of the 175th birthday of the village.

The relocation of the Office of Public Historian is under consideration. An unused room at the Elbridge Firehouse is under discussion.

#### New Business

Safety procedures for the library staff were discussed. The State Troopers will be asked to conduct this process and make recommendations as to the installation of cameras or other safety equipment. It was suggested we hire staff members to work extended hours so that no one is in the library alone during the evening. Adding 10 hours a week would cover it.

The review of Library Policies and updates where necessary is needed.

A new book drop dedicated to Mr. Tucker will be purchased. The money that was donated in his honor will be used and subsidized if needed.

#### Future Meetings:

August 16, 2023 at 5:00PM

October 18, 2023 at 5:00 PM

January 17, 2023 at 5:00 PM

A motion to adjourn the meeting was made by Kathy Wood and seconded by Kathy Norman. All voted in favor of adjourning.

Respectfully submitted,

Kathleen Norman