

## SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

September 28, 2022

**OPENING:** Jeff Embury called the meeting to order September 28, 2022 at 6:05 PM with reciting the Pledge of Allegiance.

**PRESENT:** Lisa Greeley, Beth Hadley, Peggy Minckler, Jeff Embury, Bill Newton /Roslin Newton (by phone), Larry Barmore, Jeff Embury, Catherine Oag, intern

**MEMBERS ABSENT:** Darla Frost-Kianos , Betty Jean Ridout

**APPROVAL OF MINUTES:** The August 31, 2022 minutes were approved with corrections. Motion to accept by Roslin Newton, seconded by Larry Barmore

**PRESENTATION BY CATHERINE OAG:**

1. Purpose of her internship was to establish a local history collection, create a maintenance plan, and plan for the collection moving forward.
2. Goals: to keep costs, low, preserve existing materials, create a collection that can be maintained by volunteers.
3. Outcome: a number of scrapbooks in deteriorating condition are now being digitized by a volunteer. Digitized materials will be removed from scrapbooks and stored by archival methods. Digitized records will be posted on the library website.
4. SFL Local History Collection policy will be voted on in October

**MANAGER'S REPORT:** The report was reviewed.

1. Library staff will attend the CCLS dinner
2. Security was reviewed in light of recent events at other libraries.
3. Postcards of local interest may be considered for a fundraiser
4. Jeff and Roslin will begin work on an Annual Appeal letter
5. Budget committee of Darla, Beth and Ricki Sharp will meet to review the upcoming budget
6. A Building and Grounds committee is needed

Motion to accept by Roslin Newton, seconded by Lisa Greeley

FINANCIAL REPORT: No report

STANDING COMMITTEES:

1. Ways and Means – No committee to report, though book sale will take place October 6-8
2. Beautification, Buildings and Grounds – no report

SPECIAL COMMITTEES: No report

CORRESPONDENCE: Jessica received thanks for story hour presentations, Beth received postcard from patrons in Berlin

OLD / UNFINISHED BUSINESS:

1. Larry and Beth will contact local architects regarding estimates for the building renovation.
2. BBQ received many compliments, BBQ had ample volunteers and was profitable with sales of approximately 195 dinners
3. Furnace / Lighting grant was completed, two new security alarm panels will be installed, \$48/ month will be fee for DFT security

NEW BUSINESS:

1. No report

ADJOURNMENT: The meeting was adjourned at 7:15 PM. Moved by Larry Barmore and seconded by Lisa Greeley. The next meeting will be held on October 26, 2022, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: October 27, 2022