

Easton Library Board Meeting
December 6th, 2021 @ 7:30PM

In Attendance: Jennifer DeCarlo (Director), Linda Borden, Mary Jane Connor, Peter Read, Chelsie Henderson, John O'Brien, Patricia McFee (absent), Nellie Lovenduski (absent)

Approval of November 2021 meeting minutes: Minutes reviewed and approved. Motion passed unanimously.

Treasurer's Report: Report reviewed. Linda motioned to approve the report, Mary Jane second the motion. Motion passed unanimously.

President's Report:

- Diane Winters resigned her position with SALS. Colleen Smith was hired as the new SALS Finance and Administrative Manager starting on December 1, 2021
- A likely change will occur with JA services. The cost of JA service to member library will be reduced as JA will no longer pay for any library's internet access costs. This change will be made to rectify an inequality that had developed over the years as different member libraries upgraded the service and paid for their own access. Member libraries will be responsible for any cost for internet access.
- SALS now has a YouTube Site that can be accessed on their Facebook Page
- SALS construction grants for the fall of 2021 were awarded to several member libraries. Most libraries received the full \$5000 available. Funding was used for a variety of projects including shelving, carpets, landscaping, new windows handicapped access, updated furniture, and electrical upgrades.

Director's Report:

- A big "Thank You" to all who volunteered to help with multiple tasks to set up and take down the book sale.
- Spectrum pricing is as follows: Spectrum 200x10 internet, with 5 static IPs **\$79.98** per month, with no price increase in year 2. Install: no charge (normally \$99)
- Reached out to Erica F at SALS to check in about the Farm-2 Library program. We will wait to hear if our library will be selected for the spring.
- Melody, was selected from a random drawing of submissions for our virtual adopted calf.
- Story Hour continues to be well attended: (7 adults and 14 children!)
- The Great Give Back: 18 patrons donated 75 items over a two-week period.
- *A Graduate Student's Experience with Osteological Analysis of Revolutionary War Soldiers' Feet* – is now on our website. It is under the dropdown menu "For You", under "Archived Recordings".
- Working to keep a presence on social media and in the news including a news release to Journal and Press and the Eagle about Amari's "Easton Library

Archives” display for November, multiple Face Book and website posts, and photos were sent from the “Great Give Back” to the Youth Services Consultant Suffolk Cooperative Library System.

- The Mac Mini and 2 iPads are now working and ready for loan.
- Carpets were cleaned by Upstate Carpet Company. The carpets are fresh and much cleaner, though there are stubborn stains that will not come out like down in the children’s book room by the bathroom, and definitely the entry around the runner.
- The Women’s Club of Valley Falls and Vicinity donated a lovely evergreen wreath and Noel ornament to the library.
- Thank you to the O’Brien’s, who put the tree upstairs in the main room for the Eason Library and Friends of Easton Library Christmas Tree Trimming event on 11/27/21. It was well attended and fun was had by all. The children put the ornaments on the tree and the story hour children made a paper chain to adorn the tree as well. Mrs. Claus was a hit. Nadia read a story and the children sang Christmas carols and ate cookies. Nadia and Mrs. Claus handed out Christmas gifts to the children to take home.
- One of our teen volunteers will help out on some Saturdays.
- We have an adult volunteering her time indexing the digital hard drive of the microfiche. The goal is to put the information on our website for the public to view the what information is on the digital hard drive. Of course, if anyone wants to see the information on the hard drive, they must visit the library. A press release will be made at the conclusion of the project to inform the public.
- A second teen will be volunteering on Saturday mornings, possibly twice a month.
- Staff performance evaluations were completed.

Old Business:

- Jennifer and Linda presented the Internet use Policy of the Easton Library. The changes request by the board at the previous meeting were incorporated and additions were made to bring the policy up to date. A new policy was also needed, and they presented the Wireless Internet Use Policy of the Easton Library. A motion to adopt both policies was made by Peter and seconded by John. Motion was passed unanimously.

New Business

- The current internet access is too slow to support multiple use of computers access at the same time and upgrades cannot be downloaded. A motion was made for Jennifer to contact the town offices and inquire if they are receiving faster internet speed for free. If so, we will investigate the free upgrade for the library as well. If the town was not given the free upgrade, then we will purchase the upgrade for the library for an estimated \$960 a year. Motion was made by Peter and seconded by Chelsie. Motion was passed unanimously.
- Executive Session: Motion was made by Linda and seconded by Mary Jane to enter executive session to discuss annual staff reviews.

- The staff and director have done exceptional work during the past year of the COVID pandemic. Staff is using their individual strengths and talents to contribute to the success of the library. The director has guided the library through a very difficult, fluctuating, and unpredictable period. In addition, she has increased library services, written numerable policies, and excelled in all areas of her review. A motion was made to increase all salaries by 10%. The new wage will be in effect beginning January of 2022. Motion was made by Peter and seconded by Chelsie. Motion was passed unanimously.

Next board meeting will be January 10th, 2022 @ 7:30PM