

Easton Library Board Meeting  
August 8, 2022 @ 7:30PM  
Zoom Meeting

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

Approval of June 6th, 2022 meeting minutes: Minutes reviewed and approved. Motion passed unanimously.

Treasurer's Report: Report reviewed. We received grant money from LLSA. Noted there is projected to be full financial coverage of all of the library's expenses for the remainder of the 2022 budget. At the next meeting, we will need to approve our 2023 budget in order to provide that information to the Town of Easton by mid-September for their budgeting purposes. We are now registered with the Statewide Financial System (SFS). Kevin motioned to approve the Treasurer's report, Patricia second the motion. Motion passed unanimously.

President's Report: SALS is applying for a NYS Library Construction Grant to replace the outdated computer routers in the local libraries. The grant will pay for 50% and SALS will pay 50%. It will not cost our library any funds. We will need to vote to approve this and send an Assurance Form of our intent to participate. We will vote on this issue under new business.

Director's Report:

- Farm to Library program is moving along. SALS provided a press release template that the Director was able to tweak and distribute to multiple outlets. We started using smaller, open top plastic bags in order to help extend the shelf-life of the produce. This has helped significantly. Eric Gabriel, at Cornell Cooperative Extension (CCE) agreed to help with outreach regarding the Farm to Library program. 99% of the produce comes from local farms!
- The Great Giveback is scheduled for October 19<sup>th</sup>.
- The Director reached out to Greenwich CSD in search of teen volunteers.
- Pedestrian signs have been installed along Route 40. This is wonderful!
- The summer reading programs went off smoothly! The events held at Burton Hall were a great success. It was nice to use that space. The program ends August 20<sup>th</sup>. Prizes are to be purchased by the Friends of Easton Library and will be distributed. Had a great number of adult readers this summer!
- The new mini-PC and keyboard were installed.
- A promotion is being held in conjunction with the Capital District Library Council and iHeartRadio. Library patrons have the opportunity to go to the library and scan a QR code in order to enter to win prizes including a \$250 Gift Card to Stewart's and other great prizes.
- CCE will be providing the Easton Library with 3 new books for Agriculture Literacy Week (that was in the spring), that were missing from our collection.

- The Friends of Easton Library now have new book bags for sale (\$25).
- An older style book bag and donated commemorative Burton Hall glassware will be used for a raffle at a later date.
- The Program Committee will be scheduling a meeting in September.
- A reminder to trustees that they are required to complete a minimum of two hours of trustee education each year.

#### Old Business:

- Kevin is now set up with TDC Bank as the second check signer for the library.
- Linda hosted a public hearing at 6:45 on August 8, 2022 in order to hear public comments regarding the Resolution for Video Conferencing. There were no comments to report.
- Peter motioned to accept the Resolution for Video Conferencing. Patricia second the motion, the motion passed unanimously. The resolution is attached to these minutes. Jennifer will look into whether the policy is to only be placed in the policy manual or if it needs to be posted on the library website as well.

#### New Business

- SALS has recommended that all libraries purchase cyber liability insurance. The insurance companies will not allow SALS to purchase cyber liability insurance for all of the libraries, each library must purchase its own policy. Peter will look into providers, costs, and what the policies cover and do not cover and report back.
- SALS has an opportunity to apply for a grant to replace our outdated router. SALS would purchase and install the router. Patricia motioned to approve SALS applying for the grant on behalf of the Easton Library. Linda second the motion, the motion passed unanimously. Linda will fill out the paperwork and return it to SALS to move the process forward.
- Jennifer will reach out to Don Dulmer (arborist) in order to inquire about removing a hemlock tree which is overgrown and rubbing on the library window and siding, remove ivy that is growing up the chimney, and thoroughly trim back the bushes that have overgrown the walkway and steps.

The next meeting will be September 12, 2022 @ 7:30PM. We will wait to determine the meeting format (in-person or virtual) depending on the COVID case count in our county.

Kevin motioned to adjourn the meeting. Peter second the motion, motion approved unanimously.