

DELEVAN-YORKSHIRE PUBLIC LIBRARY

June 18, 2025

Board of Trustees Meeting Minutes

Present: Deb Sisson, Fred Clark, Lora Lee Downer, Judy Hecht and Brandon Stearns. Marge Brown was not present. The meeting opened at 4:00 p.m with Brandon leading the pledge.

Fred made a motion to accept the Agenda and approve the minutes from the April meeting. Deb seconded. Lora Lee made a motion to enter into Executive Session to consider employment of a particular person. Fred seconded. Fred made a motion to close Executive Session. Brandon seconded. The Library Director's performance evaluation was signed by Marge and by president, Brandon. Marge was reminded that item #5 under Goals the Board will expect her specific goals at the July meeting.

Treasurer's Report: Jen reported that all bills had been paid, that the check from Yorkshire Town had come and was deposited and that data from 2023 had been transferred. She plans to be complete transfer of 2024 soon. When that work is completed CCLS will be contacted to make the transfer between computers. It was decided that financial data does not need to be accessible on all 3 Library computers. Jen will consult with Julie about whether a Profit/Loss statement such as Grant did on a spread sheet is available on Quick Books. If not she will create such a report in a different way since the Board prefers to see that information in that format. Fred made a motion to accept the Treasurer's Report; Lora Lee seconded. **MOTION CARRIED.**

Fred reviewed the Audit Summary from the audit done in April. He and Jen will conduct the semi-annual audit this month. It will involve a broader range of activity especially of regarding discretionary spending/expenses. Items involving salaries will be handled by the Treasurer. The handwritten check register process has been discontinued.

Director's Report: Marge has communicated with Joe Chamberlin regarding a starting a starting date for construction with no response. Brandon will contact him. There was uncertainty as to whether the entire grant has been received by the Library. We will ask Marge to clarify this to the Board. We will ask Marge to contact Wayne regarding the landscaping.

Policy Adoptions:

Finance Officer Job Description - Motion to adopt: Deb. Second: Brandon.

Policy 11 - Motion to adopt: Fred. Second: Lora Lee

Policy 25 – Motion to adopt: Brandon. Second: Fred.

Policy 23 – Discussion: confirmation that debit card will be closed. Jen will secure the necessary paper work to open a credit card for the Library. She will investigate limits. Marge will be asked for permission to have her name on the card, although the Treasurer and Finance Officer will also be able to use the card.

Calendar: May, June and July were reviewed. Deb suggested another name for power washing the building. In July, Marge will submit the contract and request for payment from the Village of Delevan.

Judy made a motion to adjourn at 5:10. Lora Lee seconded. **MOTION CARRIED.**

Respectfully submitted,
Lora Lee Downer, Secretary

Next meeting: July 16, 2025