

**DELEVAN-YORKSHIRE PUBLIC LIBRARY**

**January 21, 2026**

**Board of Trustees Meeting Minutes**

**Present:** Brandon Stearns, Judy Hecht, Lora Lee Downer, Fred Clark, Jennifer Kraft and Marge Brown, Library Director. Brandon opened the meeting with the pledge to the flag.

A motion was made by Brandon to accept December's minutes and the agenda for today. Judy seconded. **MOTION CARRIED.**

**Treasurer's Report:** Jennifer reported that finances are in order. Some adjustments to new year routines will be incorporated. A report showing year to date related to the 2026 budget is in the works and will be presented with other monthly reports.

Fred reported that the financial affairs are running routinely. The final audit done revealed no concerns. It covered the period September to December. Audit Report will be sent soon.

Due to the difficulty of securing a credit card for the Library, it was decided that we will continue using the debit card. It has a limited balance and is reviewed monthly by the Treasurer and the Finance Officer.

An issue regarding the 2026 budget was discussed and resolved. The \$10,000 increase in the tax levy approved in May 2025 and received in late 2025 was not included in budget figuring of money available for expenses which required the Library to make up the shortage from its savings. When the \$10,000 was added in, the shortage was decreased by \$10,000. It was decided that since it is early in the year, we would revise the budget. A motion was made by Lora Lee and seconded by Fred to revise the budget. **MOTION CARRIED.** After working out the figures, a motion was made by Brandon and seconded by Judy to approve the revisions to be the approved budget for 2026. (Date of adoption: 1/21/26)

**MOTION CARRIED.** Jennifer will print the revised budget and include it in the Treasurer's reports next month. Judy made a motion to ask Richard Kraft to issue a 1099 to our Treasurer for tax purposes. Fred seconded. **MOTION CARRIED.**

**Library Director Report:** There was a discussion of the timeline for completion of the construction project. Jennifer will e-mail the State Department to verify that the June 30, 2026 date is a requirement for signed contracts and encumbering funds not for completion of the project. Marge expects to request bids before the end of the month from the 3 contractors she has identified.

The Board commended Marge on her Annual Reportm - which fulfilled one of her goals from last year's evaluation - and asked that it be posted to the Library's website. Regarding the website, Marge reported that a CCLS staffer will be coming to help with uploading all the information and documents the State requires to be available to the public through our website. This must be done by the end of 2026. The Board asked Marge to post our "want ad" for new Board members to the website as soon as possible and to our Facebook page and to post a flyer at the desk for patrons to see. All members agreed that they would be available to give "tours" to interested prospects with the goal of positive interactions and the pleasure of serving! Marge will get names, phone numbers and contact a board member.

**Other business:** \*Organization of Board. Fred made a motion to appoint Brandon as president. Lora Lee seconded. Judy made a motion to appoint Fred as Finance Officer. Brandon seconded. Lora Lee made a motion to appoint Judy as vice-president. Fred seconded. Brandon made a motion to appoint Lora Lee as secretary. Judy seconded. All agreed to serve as appointed. **MOTIONS CARRIED.** \*Conflict of Interest and Ethics forms were signed. \*Sexual harassment training video and affirmation will be due in February. \*Performance evaluation forms for the Library Director were passed out. They will be collected in February to be collated. \*A letter was written to the Yorkshire Town Board informing them that 3 board member terms expired January 1. Judy Hecht, Fred Clark and Lora Lee Downer. All 3 have agreed to serve another term. When the Library receives notice of their approval, the 3 will go to the Clerk's office to state their oath. The letter was delivered to the Town Board this evening (1/21) before their meeting.

**Calendar:** The timeline for DYPL to request an increase in the Tax Levy presented to the public through the Pioneer Schools Referendum in May was confirmed and added as the CONCLUSIVE plan to our calendar. It is the practice of Arcade, Machias and DYPL to ask for increased funding every other year. Currently this request and appearance on the Referendum is in odd number years. The funds are received that same year. Current practice is that the 3 libraries coordinate and begin discussions in the fall (September, October, November, December) of the previous year (even number years). The official letter requesting to be on the Referendum must be sent to the School District in January (odd number) prior to the District's beginning of their budget process. Physical presence by library representatives, if required, is decided by the Library Directors and Boards of the libraries.

**Routine review of Policies tabled to February.**

**MOTION to adjourn by Fred, seconded by Judy. MOTION CARRIED. 4:50p.m.**

Respectfully submitted,  
Lora Lee Downer, Secretary

**Next meeting February 18, 2026**