

DELEVAN-YORKSHIRE PUBLIC LIBRARY
February 18, 2026
Board of Trustees Meeting Minutes

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

Motion to accept January's minutes and this meeting's agenda was made by Judy and seconded by Fred.

MOTION CARRIED.

TREASURER'S REPORT: Library business is running smoothly. Jennifer will have all financial data recorded soon so she and Julie can review Quick Books entries and complete year end adjustments. A Library CD is due in early March. Principal and interest will be rolled over. Final form of the year-to-date report was agreed on. Lora Lee made a motion to accept the Treasurer's Report; Brandon seconded. **MOTION CARRIED.** Fred reviewed the semi-annual audit report. Everything is in order.

LIBRARY DIRECTOR REPORT: There was discussion of the construction grant. June 2026 is NOT the end date. Andy Rogers was here to review the project. He will present 2 quotes. One for the roof and drop box installation. A separate quote will include the Security Access Box and insulation recommendations for the Anderson Room. Greg Hopkins will be coming soon to review the same things. The CCLS staff person did not keep her appointment to help with date entry. A new appointment will be made. There has been no word from the Town Board regarding the term renewals of Fred, Judy and Lora Lee. Brandon will check with Town Clerk Donna. Goal # 2 has not yet been determined. Brandon made a motion to accept the Library Director's Report. Lora Lee seconded. **MOTION CARRIED.**

NEW BUSINESS – Jennifer reported receiving a notice from the State regarding exemption from property taxes for tax-exempt organizations. Brandon will check with the County Assessor regarding the necessity of filing the form. It is due March 1. If we are required to submit it, he and Marge will fill it out and submit it.

OLD BUSINESS: None.

CALENDAR: The 2026-2027 Calendar was presented. So far, no changes! Subject of staff reviews came up. Fred will send Marge some suggestions for a general, brief checklist to be used for Staff reviews. The Calendar suggests this be done in August, but any rotating basis can be chosen, perhaps based on hiring dates.

POLICY REVIEW: Policy 1 is still OK. Marge will review with staff the safety information they need to know. Policy 2 regarding Cardholder Privileges was recently revised to reflect current practice. It, too, was OK. Policy 3, Library Facilities Usage, is also satisfactory for current usage.

Motion was made to adjourn at 5:00 p.m. by Judy; seconded by Brandon. **MOTION CARRIED.**

Respectfully submitted,
Lora Lee Downer, Secretary

Next meeting: March 18, 2026.