

## Canastota Public Library Board of Trustees Meeting

April 15, 2021

Members Present: Lynne Gaglianese, Gloria Phillips, Arthur Lelio, Eric Snyder

Others Present: Elizabeth Metzger, Director    Absent/excused: Jean Boland

1. **Call to order:** Meeting was called to order by Lynne Gaglianese at 6:04pm.
  2. **Minutes:** **Motion to accept the March 18 meeting minutes** was made by Gloria Phillips, seconded by Eric Snyder. **Motion was approved.**
  3. **Treasurer's Report:** A) Report of financial results through March 2021 was reviewed. **Motion to accept the treasurer's report** was made by Lynne Gaglianese, seconded by Gloria Phillips. **Motion was approved.**  
B) **Monthly invoices:** were reviewed & approved.  
C) **Audit:** A financial audit review was last done June 2017; the Director is obtaining full audit bids for a routine financial audit at the end of this fiscal year.
  4. **President's Report:** Lynne reported that Eric Snyder completes his 5-year term on the Board this June, and he has graciously offered to serve another 5-year term on the Board!
  5. **Director's Report:** The Library is open; curb and parking lot service is also provided by appointment. We are still requiring masks and social distancing during visits. We sanitize all items prior to leaving the library and when they are returned, they are in quarantine for a week and then sanitized. Rooms are being booked for tutoring and occasional meetings--even telemedicine appointments. Liz reports most groups are slowly resuming in-person meetings. Our facebook page notes that we have added a smartphone UV sanitizer for patron use. Liz wrote a grant from the Central New York Library Resources Council for \$2500 with library contribution of \$500 to continue our newspaper digitization project and we got it! Liz is seeking bids to repoint the upper bricks and repaint the exterior trim. We received a donation of \$1500 from Shirley Thomas; Liz plans to have new lilac bushes planted on either side of our front steps. March circulation jumped up to 4496, including 486 ebooks, 192 eaudios and 51 RBDigital emagazines..
  6. **Old Business:** A) **Metal replacement doors** for Archive Room, staff kitchen & 2d floor office: The doors were ordered from Sahl's Glass--expect delivery in 2 weeks or so.  
B) **Separate Lot/Land:** Liz signed the required paperwork for the land sale to the Palmers and the date for the closing has been set with attorney Paula Highers for April 16.  
C. **Historical Marker:** We have received our Roadside Historical Marker with funding from the William G. Pomeroy Foundation and will need to have it installed.
- New Business:** A) **Pandemic Plan:** **Motion to approve the Pandemic Plan** was made by Gloria Phillips, seconded by Eric Snyder. **Motion was approved.**  
B) **Long Range Plan:** Liz is working on a new long range plan for 2021-2026 and is surveying community members for input; at last count 127 surveys have been returned.

**Canastota Public Library Board of Trustees Meeting**  
*April 15, 2021 - Page 2*

---

**New Business** continued:

C) 2021 is the 125<sup>th</sup> Anniversary of the Library; Liz would like ideas to start planning a celebration for October since our Charter was signed on October 15, 1896.

**Adjournment:** With no further business, a **Motion to adjourn** was made at 6:23 pm by Gloria Phillips, seconded by Eric Snyder. **Motion was approved.**

**Next Meeting:** Next meeting date was set for **Thursday, May 27 2021 at 6:00pm.**

Respectfully Submitted,  
Art Lelio, Secretary