Old Forge Library  
Board of Trustees  
January meeting: January 12, 2023

Present:  Kate Bartlet, Dave Berkstresser, Judy Ehrensbeck, Kelly Hunkins, Mona Lincoln, Liz Lorentzsen, Linda Martin, Reed Proper, Joe Rintrona, Kathy Rivet, and Linda Weal

Absent:  Sarah Terpening

Call to order: 5:35 by Kelly Hunkins

Approval of minutes from last meeting:  
Motion made by Linda Martin  
Seconded by Joe Rintrona  
Approved as corrected

Approval of treasurer’s report:  
Motion made by Liz Lorentzsen  
Seconded by Kathy Rivet  
Approved and entered into minutes

Director’s Report:
- Finalizing the Wish List and will be purchasing books soon.
- Dial-a-story continues to go well. Adding content as often as possible
- The mystery weeding is done, and the children’s book weeding is ongoing. Planning to work on adult fiction next. Hope to get the weeding done by the time we have to move books and shelves for flooring installation.
- Attended legislative breakfast for library advocacy at Utica University
- Still scheduling for spring and summer, but should have it done for Spring Bookmark
- Will be traveling in early February, but will be back in time for the Annual Meeting on February 9th
- We had a painting donated and it now hangs in the newly renovated apartment.
- Have started receiving entries for the Poetry and Art reception.
- Friends continue to provide financial and volunteer support to the library; most recently to help stuff Grab N’ Go bags.
- Waiting for the Annual Report to open up online, and the training that will follow. Will complete it as soon as possible after it opens.
- We are considering moving the circulation desk, as it will need to be moved temporarily for the floor installation. Linda and the staff have discussed possible locations in the main library.

Old Business:
- We have hired Jon Paul Duguay for the Maintenance person to work about 20 hours per month. He has already done some small jobs that have needed completion. His hours will likely exceed 20 hours for the first few months, as he continues to find things that need attention through the weekly building checks.
- All fire extinguishers have been updated and additional extinguishers added where needed.
- We are continuing the preparation for the floor installation in the main library on March 14-24, 2023. Mid-York will loan us carts and shelving as well as organizational assistance.
- We are seeking assistance from an architect regarding the replacement/repair of the back stoop which we will include in a future Construction Grant application. We will
Consider converting the space to include an inside entrance to the basement and storage space to replace the current shed which will be repurposed in the garden project.

- We have received the reimbursement from the Construction Grant that was to go to the windows/insulation project.
- With regards to the recent expenses related to the furnace repairs last month, and after much discussion, Dave Berkstresser made a motion, seconded by Linda Martin to change our fuel service to Helmer’s Fuel and Trucking. The motion was approved unanimously.
- We are in the process of setting up a washer and dryer upstairs for the library’s use.
- The AED has arrived and is installed. Staff needs training on its use.

New Business:

- We are ready for installation of the new security system, and will meet with TAS Electronics to set up a schedule to install the equipment.
- We have a quote from Stanley Company for the handicap door installation, and we are waiting for a quote from an electrician to go with this project. This will be part of the 2023 Construction Grant application.
- Linda has applied for a NYSCA capital project grant for $25,000 to go toward the garden project.
- After the recent interviews for the maintenance position, the Buildings and Grounds Committee discussed the possibility of hiring a groundskeeper to service our outside needs, such as lawn mowing, maintaining the garden, and other needs that may arise. They propose adding money to the 2023 budget to support this position. This will be discussed further at the February meeting.
- There have been some inconsistencies with the current cleaning service. We may have been billed for hours when they didn’t clean, and there has been some correspondence from them regarding the new flooring and the potential to add more hours to clean the new surfaces. The board will discuss this further at the next meeting.

Adjournment at 6:58 PM:

Motion made by Linda Martin
Seconded by Joe Rintrona
Approved

Next meeting:

February 9, 2023 after the Annual Meeting which begins at 5:30 PM

Respectfully submitted,

Judy Ehrensbeck
Recording Secretary
January 12, 2023