CALL TO ORDER:
President Volk called the meeting to order at 7:00 PM

ROLL CALL:
Trustees Present:
President: Karen Volk 
Vice President: Erin Micklo 
Treasurer: Maryanne Deaton 
Secretary: Susan Stott 
Trustee: Kathy Slovick 
Trustee: Richard Jones 
Trustee: Andrew Savikas 

The chair declared that a quorum was present.

Staff Present:
Dawn Bussey Library Director
Sophie Kenney Youth Department Director
Ann Lindsey Materials Processing Manager
Maria Tachna Finance/HR Director

AUDIENCE PARTICIPATION:
Jasleen Kaur, CPA from Lauterbach & Amen, LLP briefly reviewed the audit report for the fiscal year ended December 31, 2023. There were no material disagreements as stated in the Independent Auditor’s Report. Pages 4 – 12 include the Management, Discussion & Analysis, page 13 starts the basic financial statements including fund financial statements which divide the dollars into separate funds, and page 22 starts the notes section. The Library once again received an unmodified opinion, which is the highest rank an organization can receive and means there were no material discrepancies. The Management’s Discussion & Analysis, prepared by Library staff, was briefly overviewed. The MD&A provides the Library an opportunity to review and assess the overall financial condition and operation of the Library. Ms. Kaur reviewed the Balance Sheet, Statement of Revenues and Expenditures, and the Statement of Net Position which consists of a combined fund report for the Library. Ms. Kaur briefly discussed the Management Letter and upcoming GASB pronouncements which will be implemented in the next audit. Ms. Kaur thanked the Finance Department for the preparation work and commented that the audit process was smooth.

MINUTES OF PREVIOUS MEETING:
Trustee Slovick moved to accept the minutes of the regular Library Board Meeting on May 20, 2024. Motion Seconded and Carried – Voice Vote - Unanimous.

Trustee Slovick moved to accept the minutes of the Advocacy Committee Meeting on June 11, 2024. Motion Seconded and Carried – Voice Vote - Unanimous.
COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
Treasurer Deaton reported on the financials for this month. Of particular note, $1,482.10 was paid to Forms Tech for staff summer reading T-shirts with the logo, $3,096 was paid to Traveler’s for the annual treasurer’s bond and crime policy, $41,207 was paid to Utica National for annual insurance and umbrella coverage, $13,194.01 was paid to Agati for tables for the second floor, $9,809.55 was paid to Interior Investments for furniture on the 2nd floor, $32,318 was paid to the Furniture Shop for reupholstering furniture on the 2nd floor, $4,018 was paid to Beary Landscaping for replacing mulch around the building and parking lot and repairing landscaping by the damaged drain, and $960 was paid to SWAN for the setup of the lockers at the police department.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services totaling $356,408.14 as listed in the June 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the May 2024 Revenue and Balance Sheet. Motion Seconded and Carried – Voice Vote - Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey reported on statistics for the month. Visits to the library increased 10% for May, drive-up window usage increased 3%, locker deliveries increased 80%, reference inquiries increased 7%, adult database usage increased 48%, youth database usage increased 106%, program attendance increased 10%, and study room usage increased 10%. Locker deliveries have now gone a year and that annual comparison has started showing. E-materials are up 29%, and the New York Times continues to do well. Summer reading registration is going strong, remember to encourage others of all ages to sign up.

World on the move exhibit is coming and preparations are under way. The exhibit should be here on or around July 17th. The Foundation and Friends of the Library will be holding a special after-hours event on July 26th to view the exhibit, then on July 27th there will be programming and activities in the parking lot to kick off the exhibit. The exhibit will be at the Library from July 26th through August 30th.

3 things to know or share: 1. Encourage friends, family and neighbors to sign up for summer reading, 2. The World on the Move: 250,000 Years of Human Migration exhibit is arriving July 27th, 3. Volunteer for the 4th of July parade!

NEW BUSINESS:
Review and Approve Submitting .02 Building Maintenance Levy
Documents to the Village:
Secretary Stott moved to Approve Submitting the .02 Building Maintenance Levy Documents to the Village. Motion Seconded and Carried – Roll Call Vote – Unanimous.
Review and Approve Advocacy Committee Letter to Local Legislators:
The Board suggested some changes to the letter. Trustee Savikas moved to Approve the Advocacy Committee Letter to Local Legislators with the edits and suggestions discussed. Motion Seconded and Carried – Voice Vote – Unanimous.

EXECUTIVE SESSION AND ADJOURNMENT:
At 7:53 pm, Treasurer Deaton moved to Adjourn the Regular Library Board Meeting and move into executive session for the purpose of Semi-Annual review of previous minutes and recordings being held in executive session. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 7:54

Maria Tachna
Finance/HR Director