

# Ellington Farman Library Board Meeting

## Minutes For January 27, 2024

Present: D. Young, MJ Griffith, J. Whittaker, D. Storey, B. Speas, S. Cala, A. Hitchcock, D. Csorba

Excused: C. Wragge

Agenda	Discussion/Decision	Status
Call to Order	Called to order by 7:07P	
Guests	No special guests	
Secretary's Report	Minutes previously distributed by email. Corrections made and submitted. MJ Griffith makes the motion, 2 <sup>nd</sup> by D. young	Approved
Treasurer's Report	Previously distributed by email. Reviewed in detail. Folder of bills received and paid and most recent bank statements available for Trustee review. A. Hitchcock makes a motion to accept the report. 2 <sup>nd</sup> by S. Cala	Approved
	Beth makes the motion to authorize the Treasurer, Mary Jane Griffith, to close out the account at Lake Shore Savings Bank, 2 <sup>nd</sup> by A. Hitchcock	Approved
Library Director's Report	Previously distributed by email. Motion to accept the report made by D. Storey, 2 <sup>nd</sup> by S. Cala	Approved
	A new volunteer application was revised by Judy and a copy was emailed and passed around for everyone to view. D. Young makes the motion to approve the application, 2 <sup>nd</sup> by MJ Griffith	Approved
	Library 100 celebration puzzle project explained, and pieces passed out. To participate you can pick up pieces at the library.	
Budget & Finance	MJ did her part of the annual report and gave to Judy today.  Letter is being drafted to ask for the funds from the town. The budget was distributed through email and discussed.	

	The budget will be fluid this year. A. Hitchcock makes a motion to accept the budget, 2 <sup>nd</sup> by D. Csorba	Approved
Building	Thursday, January 23, 2025 no water was coming out of the sinks, discovery is that the well is dry. 250 gallons of water was brought and put into the well. Discussion of options for what to do about the situation once we know more about what the problem is.	
By-laws	Nothing new with the by-laws.	
Fundraising	Committee met on Saturday, January 25, 2025. They agreed to keep what is listed in the budget. The committee discussed with the rest of the board about keeping the plant sale, the chicken BBQ, and the can drive. The consensus is that we will not keep those things unless C. Wragge would like to continue the Plant Sale.	
Library Grants	Nothing new currently.	
Nominating	Nothing to report currently.	
Ad Hoc Personnel	D. Young brought to attention that in the manual there is a small job description for the assistant and clerk position. J. Whittaker made up two job descriptions based on what was in the library manual. The committee is going to review them with J. Whittaker	
Ad Hoc Centennial Celebration	Nothing to report currently.	
Strategic Planning	The committee is setting a date to look over and modify it.	
Old Business	Trustee Training was completed by everyone!	
New Business	Elections for Expiring Trustee Term. MJ makes the motion nominate A. Hitchcock and B. Speas for another 5-year term as Trustees. 2 <sup>nd</sup> by D. Storey.	Approved
	Elections for Vice President and Treasurer: Motion made by Beth to nominate MJ Griffith for two-year term as	Approved

	<p>treasurer and A. Hitchcock for a two year term as Vice President. 2<sup>nd</sup> by S. Cala.</p> <p>Conflict of interest- Annual Statements Distributed and signed by all Trustees present.</p> <p>Annual Establishment of Meeting Dates and Times: Motion by A. Hitchcock to continue meeting the last Monday of each Month except May (meeting will be held one week earlier due to Memorial Day Holiday) and no meeting in December. Meeting are to start at 7pm and not to exceed two hours. 2<sup>nd</sup> by D. Storey.</p> <p>Annual Approval of Banks for 2025: Motion by A. Hitchcock, 2<sup>nd</sup> by MJ Griffith to continue with Community Bank and Lake Shore Savings.</p> <p>Annual Approval for Prepayment of Recurring Monthly Bills: Motion by A. Hitchcock to approve payment of all recurring monthly bills (e.g.e, payroll, utilites) and payment for which late payment fees might apply if not paid prior to the next board meeting. 2<sup>nd</sup> by B. Speas.</p> <p>Committee Members and Chairs for 2025: Drafts will be distributed and discussed next meeting.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
Adjournment	Motion to adjourn at 8:35P A. Hitchcock, 2 <sup>nd</sup> by D. Csorba	Approved

Respectfully submitted,  
DreAnn R. Csorba