**Minutes for Cambridge Public Library Board of Trustees**

**Meeting May 23, 2023 Held at 4:00 in Library**

**Attendees**: Becca Flynn, Sue Sawyer, Monica Ravreby, Bob Odess, Gerry Preece, Christina Becker, Mary Laedlein

**Guest**: Jennifer Edwards

**Minutes**: Motion to accept KG, seconded by GP, motion passed.

**Treasurer’s Report**: BO reported that the checkbook and the savings are low. There is, however, a surplus in the village funds that will be requested ($20,000). Action by the Village Board is being waited on. It was noted that Les is retiring at the end of the month. BO suggests that we will need to withdraw from the Money Market. KG moves to accept the report, ML seconds. Motion passes.

The library would like to have hard figures for moving forward with the budget. The village contribution to the library is $25,041. It is unclear what the Towns (White Creek, Cambridge, Jackson) are contributing. The library proposition passed on May 16, as attached to the school budget vote.

Proposal for the Library Budget passed on May 16th.

**New/Old Business**

**Building Project:** The surveyor was paid in full. Megan sent two sets of plans: one staying within the boundary, and one going over the boundary. We will review and decide. Confusion continues over the ownership of the “Old School” building. KG suggested filing the survey and the description so that Lance and Carmen have the information. SS made a motion to accept Megan’s revised concept of the proposed Reading Room (15’ 6” 340 sq. ft.). KG seconded. Motion passed. CB will reach out to Megan and Paul to schedule a meeting. June 9th or 16th at 9:00 a.m. is suggested.

Sara Dallas announced that the portal for State Construction Grant opens June 7th. Applications must be completed by September. Paul will assist in preparing the SALS State Construction Aid Grant. Christina completed NYF (New York Forward) training, signed the Code of Conduct and will begin LPC meetings in June.

**Staffing**: Friends of the Library committed to a $300 monthly stipend for Bella for the next 6 months to assist in programs, networking, press releases, and other tasks as needed.

**Cleaner**: Donna Christian’s contract will be renewed and will be in place until December. (This is a January to May/June to December contract for 12 hours over two weeks at $25/hour.) At the May 2022 meeting, it was approved to pay Donna $1,700 for the half year. CB was to work out the details of whether Donna is an employee or a subcontractor. A motion was made by KG to proceed with this agreement, seconded by ML. Motion passed. CB suggests meeting with Carmen, or a village representative, to see what we pay for liability insurance.

**Programming:**

* + Summer Reading sign-ups will begin in June.
  + Beth O’Grady has volunteered to teach a Waterbug Program for children ages 7-12. This will be planned for July.
  + Rachel Vogel is set for July 1st.
  + Art with Plants Program with Jill Burk – a proposal was submitted and will be reviewed for a September program.
  + Bella is working on setting up a few different programs, including Make Your Own Soaps and Air-Dried Clay Craft, for the summer.

**Guest Jennifer Edwards** attended this meeting with an interest in joining the Friends of the Library and the Library Board of Trustees. Jenny has a wealth of experience in library programming and Early Childhood Education. She is currently an Early Childhood Specialist in the Capital District Area. Jenny shared her resume with us in an email.

**NEXT MEETING: Tuesday, June 20 at 4pm**

Motion to adjourn was made by KG and seconded by BF.

Meeting adjourned at 5:00

Respectfully submitted,

Mary Laedlein