

Minutes for Cambridge Public Library Board of Trustees

Meeting December 5, 2023, 9AM

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

Absent: Ken Gottry,

Minutes: GP made a motion to approve the minutes as written, BO seconded, and the motion was passed.

Treasurer's Report: MR made a motion to accept the report, ML seconded, and the motion passed.

\$10,000 was deposited into the Money Market but has not appeared in the account yet.

\$8,140 is available in the Money Market and Checking.

New and Old Business:

- There are two invoices from Mays that were never sent and never paid. We owe approximately \$4,000 from the planning phase. That completes the contract. The new contract has begun, and this will pay \$36,000 of the soft costs. We will use available funds and then be reimbursed.
- Sara Kelly, Sarah Ashton, and Christina Becker will meet to publish a booklet to present to corporations on behalf of the Partnership.

NY Forward: We will not hear until the end of the second quarter of 2024. (\$151,952). EIN change has been completed, and a State Vendor ID will be assigned.

Budget: CB will have the budget ready in January. The Cambridge Central School budget includes \$65,000 from the May vote. This check usually reaches the library by October. However, an error was made, and the check was sent to W.B. Mason. A new check will be issued. In addition, the library is waiting for Steve Hallock to unravel the past bookkeeping and deliver a statement of the surplus funds in the library account. This information is needed to prepare the budget.

Cleaner: It was decided that the cleaner will be coming three hours a month. The current contract has expired. SS made a motion to reduce the cleaner's hours to three hours a month at the same pay rate, ML seconded, and the motion passed. The younger staff members will be expected to do some cleaning and take more initiative when at work. Consequently, the more experienced employees will be expected to "mentor" the younger staff.

Staff and volunteers: Kathy has done a great job organizing the book sale room. The window displays are beautiful. Programming is going very well.

Friends of the Library: The Friends can fundraise, and to that end, a list will be compiled of potential donors. This message will go out digitally and by snail mail by the end of January. KG is attempting to create a Google Form.

End of the Year Gifts: After discussion, ML made a motion to keep the gifts the same as last year for all employees, SS seconded, and the motion passed.

Next Meeting: Tuesday, January 16 at 9 AM

Meeting was adjourned at 10:15.

Respectfully Submitted,

Mary Laedlein