

Board of Trustees Meeting Minutes

February 5, 2026

Attending: Julie Mullen, Director; Betty Jean Hink, Trustee; Nancy Orlopp, Secretary-Treasurer; Robert Wunder, President; Lorraine Warriner, Vice President; Conrad Hink, Trustee

Meeting called to order at 2:10pm by President Wunder.

Previous meeting's minutes were read and approved; motion made by Betty Jean Hink, seconded by President Wunder; vote was unanimous.

The January Treasurer's report is included in the Director's Report this time, but will be separated for future meetings.

Director's Report

February 4, 2026

January Income:

Ending Balance, 2025:	\$4,737.21	
2026 Funding- CGCSD:	\$24,714.00	
Total Beginning Balance:		\$29,451.21

Expenditures:

Salary:	\$1,130.75	Budgeted:	\$1,515.05
Fringes (state & UI taxes)	\$86.87		\$119.57
Armstrong	\$30.30		\$32.70
Misc. Supplies	\$16.19		\$100.00
Total January Expenditures:	\$1,264.11		\$1,767.32
Ending Balance:			\$28,187.10

Petty Cash:

Beginning balance: \$142.21

Income- fines & copies: \$1.50

Expenditures: \$28.98 at Walmart for cleaning supplies, plastic bins storage bins and a surge protector for the television.

Ending Balance:

\$114.73

We are \$503.21 under budget currently. This adds to the \$4737.21 that was carried over from 2025.

No hard numbers have come from STLS regarding the cost of upgrading the checkout desk computer.

All requested financial data has been submitted to Joe Norman, our insurance agent with the Dunn Group. Currently, we are awaiting the quotes from the underwriters so we can choose the best option to meet our needs. Per Brian, it will be acceptable to choose a high deductible, given that the odds of ever needing to make a claim are extremely low, which means that the premiums should be toward the lower end. Unfortunately, I'm not sure what that will look like, exactly.

Spending for February will be severely restricted until the tax exemption certificate is in place. However, once we know what will be left of the carryover after purchasing insurance and upgrading the computer, the remainder can then be used to upgrade and expand other areas. Some acquisitions that I would like to make are:

- new telephone (Current phone battery lasts 1.5 short conversations)
- cell phone (does not need service, can use Google Voice for a phone number that can be used to text patrons regarding books or services, as well as updating social media.)
- DVD/Blue Ray player (so we can use the television for more than a decoration prop)
- CD player with noise-cancelling headphones (so patrons can enjoy audio books here, if desired)
- Laminator (for preserving reusable paper decorations, among other things.)
- Spine tape applicator (to improve new book processing.)

Per the emailed Board Reports, there are a number of policies that we need to put into place for NYS Library Board compliance. There is one addendum to the Collections Management Policy that needs to be added, regarding materials generated by AI, and two revisions to the Bylaws that the IRS requires in order to file for the tax exemption. Most of the required policies can be adopted as time permits. Only the Personnel Policy requires more than a cursory read-through.

The library is out of copy paper, except for the heavyweight cardstock paper. With Demco ordering on hold pending the tax exemption, I will be bringing in my personal stock of copy paper- ¾ of a case. The reams of paper we use can be reimbursed after our supply chain is restored.

February Events:

The Presidents' Days Gaming Tournament begins Monday, as the kids are off from school all week. Aside from snacks, this event will be free for us to host, given that the equipment was available for borrow from STLS. The purchasing of snacks will need to come out of petty cash or by donation.

February Mystery Meal falls on the 26th. This month's theme is Tropical Dreams. We do need to purchase a few supplies. The needed items are: paper plates, plastic-ware, disposable table covers, water, coffee grounds (we shouldn't be mooching off of the church for that!) All of this should also be able to be covered by petty cash or donated items with no problems.

Old Business:

Answers to previous Trustee questions: We do not need to be in a building which is zoned as commercial. It is acceptable for the Secretary to also serve as Treasurer.

Secretary Orlopp officially transitioned from acting treasurer to Secretary-Treasurer due to the ongoing absence of the former treasurer, who also did not respond to efforts by the director to contact her.

Two budget proposals for 2027 were submitted to the Board of Trustees of the Wimodaughian Library to include in the resolution for the CGCSD School Budget ballot. The first budget proposal is a modest budget able to fund full operations. The second proposal is a contingency budget that would fund basic operation but contain no funding beyond currently funded operations; about half of the fully operational budget. Also submitted were extended proposals for 2028 and 2029, which would gradually increase the budget amount to allow for full operation.

New Business:

The director requested that the next and future meetings fall on the second Thursday of the month, rather than the first, in order to give enough time for reports to be compiled. Motion was made by Betty Jean Hink, seconded by Nancy Orlopp and passed unanimously. The next board meeting will be March 12, 2026.

The Employer Identification Number (EIN) that was obtained in 2006 by Treasurer Judy York has proven to still be active. Under advice by the STLS Executive Director, Form 1023EZ was filed on February 4, in order to obtain a 501(c)3 tax-exemption status by the federal government. To remain compliant, revisions to the governing bylaws are needed.

A Personnel Policy has been reviewed and adopted. This is legally required by NYS. The Director's wages were set at 150% of the NYS minimum wage, with an increase of 3% per year of service (motion made by Nancy Orlopp, seconded by Lorraine Warriner, passed unopposed.) The wages for library aides was set at NYS minimum wage, with an increase of 3% per year of service (motion made by Betty Jean Hink, seconded by Lorraine Warriner, passed with no dissent.) Paid Time Off was set in place for employees working at least 30 hours per week, at a

rate of 0.03 hours per hour worked. Holiday Pay and paid trainings were also reviewed and approved. Motion to pass was made by Nancy Orlopp, seconded by Betty Jean Hink, passed with no dissent.

The meeting was adjourned at 4:15. Betty Jean Hink made the motion, Lorraine Warriner seconded.