**Darwin R. Barker Library and Museum Association**

**July 14, 2021**

**Steele Room**

**3:30pm**

**Members Present:** David Dengler, Linda Prechtl, Mark Twichell, Michelle Twichell, Jon Weekly, Jeff Adams, Maureen Saunders, Kathy Peterson, Michael Sheehan, Librarian Director Graham Tedesco-Blair, Curator Maxwell Walters

**Village Representative:** Scott Johnston, absent

**Town Representative:** Christopher Schaeffer, absent

**Guest:** Amy Laurito, bookkeeper B&BL firm

**Special Meeting called to order: 3:30pm**

Treasurer Mark Twichell welcomed Amy Laurito to our meeting. She is DRBLMA bookkeeper and has sent the board members quarterly reports. David asked about if she has contacted Courier Capital to transfer money to cover payroll. Amy has done that along with recording expenses to specific accounts and reporting bank checking accounts for both the Library and the Museum. Amy has been keeping a record of money received from the village and town to sustain our regular and previous spending. Amy reported that it is pretty comparative to pre-Covid years in spending. Check statements are reviewed every month and a credit report is given every month to board members. The amount of money taken out of Courier Capital was reported for the months of February 2020 through September 2020. Jeff suggested we invite Jason from Courier Capital to our next meeting to give a full report on Courier Capital. Joe Gugino represents the Polacek fund used for retirement and distributes the money to Bahgat and Laurito Bahgat at the beginning of the year.

The board members thanked Amy for coming to the meeting to explain our bookkeeping she is providing to the DRBLMA.

**Regular Meeting called to order: 4:49pm**

**Minutes:** Motion to accept Kathy, seconded Linda, motion carried

**Correspondence:** none

**Treasurers Report:** Courier Capital account gained money this year. The Village of Fredonia Board will pass a resolution to approve Jamestown Roofing to repair the museum roof along with approving Richard Cave to repair inside wall at museum. Mark with follow up with the Village Clerk to ask when this work will begin.

Treasurer’s report accepted with Jon motioning to accept and Maureen seconded, motion carried.

**Library Report:** Graham reported the need to hire 2 new staff members for the library to increase opening hours and to have 2 library staff members present at all times. Maureen suggested looking for volunteers at the library who would make good shelves.

The alarm system was reviewed and the need for a new placement of system to be located at entry doors. Mark will contact DFT about updating these needs.

A new out door garbage can will be purchased by Mark to be placed outside the back door so as not to place garbage bags on porch of museum for pick up. This new location was confirmed by Michelle as she brought up the question at the village board meeting with the trustees accepting this new pickup area and to confirm with village workers the new location.

New front door installation will be in August. Changeover is complete with banking. Amazon ordering has resumed.

Meet the artist was a successful event with Jennifer Nalbone artist. Guest book was full of signatures and there was much lively conversation about the art and her process of creating.

New art on the walls was placed courtesy of Maxwell and the museum. Many thanks to D’Arsie for making the arrangements.

Summer reading has begun, and Carey’s programming has proven predictably popular. We had a card sign up event on Saturday the 10th that brought in 16 kids and 18 adults.

We will be increasing hours in the library to total at least 35 hours per week. Hiring 2 new staff in library will assist in the new hours. Graham will place add to hire and interview new workers for library. Graham has worked out a budget to reflect the cost for 2 new hires.

**Curator Report:** Exhibit opening update was given. The re-opening will be July 17. Adds were placed in the Observer along with a press release that included a Penny saver ad. And article in Observer’s Summer on the Lake information booklet. Two interviews on access channel 5 Public TV station. One interview was from the Farmer’s Market and the second one was at the Fredonia History Days festival. Eight volunteers have committed to assisting Opening Day activities. Facsimiles were successfully produced by Arkwright Printing. Regular open hours proposed for July/August will be Saturdays 1-5, Tuesdays 4-8.

Grant from Fredonia Preservation Society was received after proposal for interior work submitted, including: track lighting in Jane Manly Gallery, wood flooring and fresh paint in all exhibit areas, reinforcement of flooring in Manly Gallery and work on basement to transform it into interpretive area and humidity control. The grant will need time lines for use of the grant. Kathy commented how great the cleaned windows in the museum look.

**Old Business:** Strategic plan for library will be discussed at a meeting to be held on July 21 at 3pm. Volunteers to be on the committee include: David, Linda, Michael, Michelle and possibly Jeff.

Graham will look into opening the Steele room for use by residents.

A change in policy will be made to allow authors, artists to make transactions in selling their work. The sale of work will be made between artists and authors. Kathy suggested allowing local authors to be part of these workshops held in the Steele Room.

Maxwell thanked Graham for placing Doll House in library that was formally in Belden room.

**New Business:** Graham will interview and hire 2 new librarians. Their hours will not exceed 20 hours per week. He will contact Jan Dekoff to place adds of job descriptions on the Chautauqua County Library Services.

Maureen motioned to accept, Mark seconded all in favor, motion carried.

**Executive Session:** Personnel

Out of executive session 4:50pm Maureen motion to accept, Kathy seconded, motion carried.

Back in open meeting. Board approved to ask Maxwell to attend Chautauqua Leadership Network that will provide training in management and make connections with other local leaders in this network.

Motion to accept Jon, seconded Kathy, motion carried.

**Meeting Adjourned 4:55pm:** Michael motioned, Mark seconded, motion carried

**Next meeting: August 18, 2021 4pm Steele Room.**