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

**October 20, 2021**

**Steele Room**

**4:00pm**

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

**Members Absent:** Maureen Saunders and Michael Sheehan

**Village Representative:** Scott Johnston, absent

**Town Representative:** Christopher Schaeffer, absent

**Meeting called to order:** 4:00pm

President David Dengler began the meeting with announcing the slate of officers for the Association’s next term. They include: Jeff Adams, President; Linda Prechtl, Vice President; Michelle Twichell, Secretary; Mark Twichell, Treasurer.

David asked for a motion to approve officers. Kathy motioned and seconded by Michelle; motion carried.

Jon Weekly and Kathy nominated Linda to be reappointed to the board of Trustees. Motion carried.

David had to depart the meeting because of business and gave a speech thanking everyone on the board for being so wonderful and recognizing the growth we’ve shown and crediting everyone for having hired good people to run the Library and Museum. David then gave the meeting over to the new President Jeff Adams.

As Jeff was about to read the agenda, the board was addressed by library staff member Jon Bardo who voiced his concern about mask wearing compliance.

Jeff asked Graham to follow up on the staff members concerns.

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

**Correspondence:** None

**Treasurer’s Report:**

Mark reported that our expected payments from the Village of Fredonia needed further investigation. Checks received were not given quarterly and included monthly payments. He will review with the Amy Laurito our bookkeeper from BLB.

Money was transferred from Courier Capital to cover costs of Museum.

A meeting was held with Jason Stronz that included association board members and community members to talk about the sustainability of Courier Capital (Ameritrade).

Mark reported on the amount we may withdraw from our Courier Capital Fund per advisement from Jason Stronz.

Mark discussed plans to hold a zoom meeting with Wilmington Trust representative Amy Hummel, Jeff and Graham. Questions will be asked about our investment policy with Wilmington Trust.

Mark reported he, Michelle, Graham met with Lizzy from JMA and Rich Johnson to discuss the Annual year end Audit report from 2020. The Village account was short their quarterly donation. Mark will contact the Village Treasurer Urlyssa LeBeau and Amy Laurito from BLB and review this with them.

**Library Report:**

Door trouble: the arm on the door popped off on Friday, and the operator refused to work. As of Tuesday morning, everything is all fixed up, and there’s some extra Loctite in the threads to keep it from happening again.

Writing Club: going very well, with an average of five attendees each week. Many thanks to Amanda for her hard work!

Zoom Programs: Carey has continued her successful hybrid of in person story time on line programming. The kids sign up in advance for story time in the Steele room every other week, with two kids and two adults each time so far. Online, we’ve had 23 kids and 15 adults, so while there have been some attrition form kids entering school, the numbers are still pretty strong.

Strategic Plan: committee meeting is in process of being scheduled. We’d been aiming for Monday or Tuesday of this week, but differing schedules trouble kept us from meeting. Hope to have that sorted out and arrange for a meeting sometime next week.

Policy Review: Linda and I met on October 7th to discuss the policies. Good base for things, some alterations to wording and some consistency issues, but overall, a very good start!

Kanopy: Meeting with the rep and others from the system about Kanopy, which someone on the board had mentioned a while back as something CCLS should pursue.

To summarize, Kanopy is an on demand, online video service, similar to Netflix, Amazon prime, Hulu and others, which specializes in movies. They have a very deep selection, about 27,000 titles including MGM, Criterion Collection, Warner Bros. and other major studios, as well as deep library of documentaries from the History channel and the Great Courses. Many also include public performance rights, so the library could show them.

Each patron will receive a number of credits per month, and each credit “rents” a movie or TV season for 72 hours. Credits do not roll over each month, and we only pay for the credits that our patrons use. Each credit costs us $2-4 per use, depending on the company the movie is from. It’s a flat $5 for a patron for 30 days of the children’s entertainment and the Great Courses.

We can put a usage cap on it a well, to keep us from going over budget. When this ap was reached, the service wouldn’t work until it rolled over into next month. Typical budget for a library of our size is between $1000 and $6000 per year.

The board thanked Graham for this information and will talk about offering this program.

**Curator Report:**

During September the museum hosted 24 guests and netted $32 in donations. The genealogy room was visited by 26 people and received no donations.

The Architectural Feasibility quote was passed out to each board member to review. The winter leak in our Portrait gallery, the recent moisture accumulation in the basement, and the overall integrity of our structure both interior and exterior. It also provides plans for making our proposed improvements to the exhibit lighting and flooring.

A quote for upgrading our window coverings to provide total UV protection for displayed artifacts and also to convey a historical aesthetic matching the house and displays. The windows we need to cover are the three in the Main gallery.

Cataloging and Inventory status update: 2916/5103 objects inventoried since 2020.

The Barker Museum will be participating in the Miracle on Main Street by sponsoring placement of elf on the front lawn.

Updated policy documents submitted for review by Catherine are also attached.

Recommended additions to guide future acquisitions, including archival collections, and assist in future grant seeking and incoming loan artifacts.

The roof leak needs to be addressed by winter. Phone calls will be made to Village to find out if they have a time line for repairs. Storm windows and door will be placed back on the Museum.

**Old Business:**

Strategic plan for library will continue to be reviewed.

**New Business:**

New budgets will be drawn up by Graham and Max for review at the November 17 board meeting. Chautauqua Leadership Network cost should be included in next years budget.

Events to draw in people to the Library include lectures, presentations of artwork, book signing.

Emergency procedures should be reviewed by all staff members in the library and museum. Account for everyone that is in the building and to make sure everyone is out of the building in such an emergency. Have a meeting location outside on Day Street.

Review of security policy is needed. Sexual harassment policy is needed also in both Library and Museum. Put on calendar to remind staff of sexual harassment training.

**Meeting Adjourned 5:00pm:** Linda motioned, Mark seconded, motion carried.

**Next meeting: November 17, 2021, 4pm Steele Room**

**Respectfully submitted:**

**Michelle Twichell, Secretary**