

# **Darwin R. Barker Library & Museum Association**

## **Board of Trustees Agenda**

**November 20th, 2024**

### **Agenda:**

#### **Review of Minutes:**

#### **Correspondence:**

#### **Public Comment** (two minutes per guest):

**Treasurer Report:** Mark Twitchell

**Town Representative:** Chris Schaeffer

**Village Representative:** Michelle Twichell

**Librarian Report:** Graham Tedesco-Blair

**Archivist Report:** Catherine Oag-Miller

**Curator Report:** Max Walters

**Old Business:** Vote on Mandi Shepp as potential board member

Director and Officers' Insurance

Carpet Quote

Board recruitment discussion

**New Business:** Continuing education

Adding clause to Board Bylaws

Revising reconsideration policy language

#### **Calendar:**

#### **Adjournment:**

# **Darwin R. Barker Library & Museum Association**

## Board of Trustees Meeting Minutes

October 16th, 2024

Present: Jeff Adams, Max Walters, Linda Prechtel, Margaret Gray, Graham Tedesco-Blair, Catherine Oag-Miller, Jon Weekly, Kathy Petersen, Mark Twichell, Pat Stokes, David Dengler, Kitty Crow, Bird Padgett

Guest: Mandy Shepp

Village Representative: Michelle Twichell

Town Representative: Chris Schaeffer

Review of Minutes: accepted

Correspondence: none

Treasurer Report: Kitty reviews – all reports look OK. Two employees still need to sign up for their retirement. Budget meeting is coming up. Report accepted.

Village Report: Michelle has nothing new to report

Town Report: town is still on hold regarding new building

Librarian Report: written report is reviewed & accepted

Archivist Report: written report is reviewed and accepted

Curator Report: written report is reviewed and accepted

Old Business: Board member terms expiring: Kathy, Pat, Linda, Jeff. Kathy & Linda will serve again. Mandy Shepp is introduced & will replace Jeff for a one-year term. Pat's place is still open. Officers nominated: President – Kitty Crow, Vice-President – Linda Prechtel, Secretary – Kathy Petersen, Treasurer – Mark Twichell. The slate of officers is accepted unanimously. Final vote for board will take place in November. New member prospect list?

Board insurance – Graham will share info.

New Business: Board member training reminder. New outlets installed in Childrens' Room. Quote received for new track lighting for Belden rec'd – too high. New bulbs installed in existing fixtures – much improved. New storm door for museum front entrance is ordered, new side door is being investigated.

Calendar: November 20, 4pm

Adjourn:

Minutes respectfully submitted by

Kathy Petersen, sec'y.

# **Darwin R. Barker Library & Museum Association**

## Board of Trustees Meeting

November 20<sup>th</sup> 2024

### **Library Report**

*Dominos Club* – Our dominos club has started meeting Tuesday afternoons. Both beginner and advanced players are welcome!

*Mahjongg Class* – Our mahjongg classes have begun, introducing new players to the famous tile game.

*Needle Felting Class* – Big thanks to local artist Emma de la Laine for teaching a beginner's class on needle felting.

*Computer Tutoring* – Our thanks to Garret for taking over computer tutoring from Libbey!

*Unicorn Celebration* – On Saturday October 5<sup>th</sup> we held a party celebrating the unicorn in all its fantastic glory. Horns were worn, candy was eaten, and the children had a great time! Major thanks to Carey for putting the party together!

*Halloween Movie* – On Saturday October 26<sup>th</sup> we held a not-so-scary Halloween celebration, showing the Scooby Doo movie, eating Scooby Snacks, and enjoying coming in costume. Big thanks to Prince and Carey for organizing!

*“Pen and Ink” Art Show* – this season's art show features work by students in the SUNY Fredonia Animation & Illustration program. Our thanks to Bird for coordinating the show!

*Barker Bulletin* – latest issue published and mailed. Our thanks to Community Bank and to the Friends for their sponsorship!

*Continuing Education* – See new business

*Door Count* – 2,477 vs 2,613 in 2,023 and 2,530 in 2022

## Library Programming Stats

October 2024

### CHILDREN

Storytime Sessions: 8

Storytime Attendance

Kids 71

Adults 41

11/5 Unicorn Storytime

Kids 16

Adults 9

11/18 ABCD

Kids 8

Adults

Young Adult

10/26 Creatures of the Night

4 Attendees

Computer programs

Individual tutoring: 5 participants

# **Darwin R. Barker Library & Museum Association**

## Board of Trustees Meeting

November 20<sup>th</sup> 2024

### Archivist's Report

#### *Collections*

- 201 items were catalogued into Past Perfect, and home locations were assigned to 110
- CCLS is applying for the Access Grant, which would provide funds to digitize all our Fredonia Censor microfilm reels and make them available online at NYS Historic Newspapers
- Canadaway Creek Anthropology Project, Book Project, and Village Papers Collections are ongoing.

#### *Outreach*

- On 10/29, I spent the day at Fredonia High School giving a lesson on the W.C.T.U. to all 11<sup>th</sup> grade U.S. History and A.P. U.S. History classes. It was very well received and the students enjoyed getting to work with archival documents.

#### *Exhibit*

- Invitations for the 11/22 Preview Night have been made and sent out to stakeholders
- Preview Night hors d'oeuvre menu and decor has been planned under budget

# Darwin R. Barker Library and Museum Association

## Board Meeting

November 20, 2024

### Curator's Report

#### Outreach

- The Barker Museum was open in conjunction with the Harvest Moon Cemetery Tours on October 18th and 19th with our Halloween display, 6:30pm - 8:45pm. Attendance: 15. Also open Thursday, Oct 31 during Halloween Trick-or-Treating hours, 4:30-8pm. Attendance: 16.
- Museum will be open and will host events during Miracle on Main St in conjunction with Festivals Fredonia on Saturday, 12/7. Activities will include holiday tree decoration craft and holiday card craft.
- Farmers Market year-end summary: Barker raised \$718 and engaged people in 634 conversations about Barker's mission and special events.
- Encore of Preserving the Lake Erie Grape Belt at the Barker Museum on 10/15. Attendance: 7.

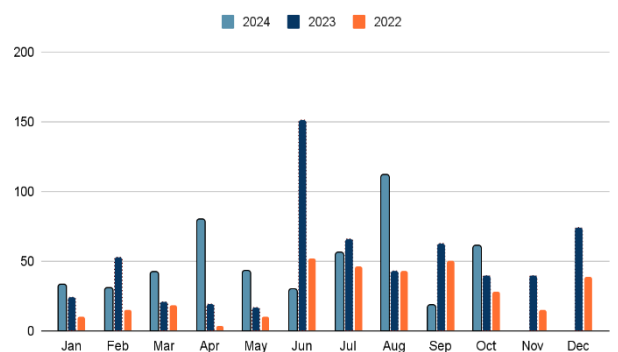
#### Exhibits

- Exhibit Opening: "We are the Champions: A Dynamic Celebration of Athletics in Fredonia." opens to the public on Saturday, November 23rd, to members on November 22nd. It examines the history of sports in our community. Galleries will be closed until November 22nd during installation. This exhibit is being planned and installed by volunteer Katherine Szewczuk.

#### Monthly Statistics

- Visitation in October (Guestbook signers only): 61
- Cataloging update: 492 objects cataloged in PastPerfect in October.
- Volunteer hours in October: 188

Visitation



## **Directors and Officer's & Employment Practice Liability Insurance**

Directors and Officers coverage protects the personal assets of corporate directors and officers, and their spouses, in the event they are personally sued by employees, vendors, competitors, investors, customers, or other parties, for actual or alleged wrongful acts in managing a company. This coverage will also cover the legal fees and other cost the organization may incur should a suit arise.

Employment practice liability covers the business for claims made against you, the business, by a worker that may claim their legal rights as an employee has been violated. These types of claims may include sexual harassment, discrimination, wrongful termination to name a few.

Each coverage is a \$1,000,000 liability with a \$5,000 deductible.



**Language added to Board of Trustees Bylaws – DRAFT**

“The Board of Directors may remove a member from the board for any reason by majority vote.”

## **Revised Book Review Policy -- DRAFT**

“Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Registered library card holders residing in the Village of Fredonia or the Town of Pomfret requesting that material be reconsidered for inclusion in our collection may complete a “Reconsideration of Library Resources” form to have a piece of material reviewed. Forms are available at the circulation desk. No more than three reconsideration requests may be made by an individual patron per year. The Association does not accept reconsideration requests made by groups or organizations.”

## **Potential Board Members for Consideration**

- Darrin Paschke, Principal of Fredonia High School
- Tom Donovan, English teacher at the Fredonia High School
- Jennifer Cameron, Program Specialist at the Chautauqua County Land Bank
- Eileen M. Ardillo, Grants Coordinator at NCCF

## Continuing Education

### Drexel University's Goodwin College

#### *Certificate in Nonprofit Management*

Understand key management challenges and gain skills in fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing and setting strategic direction. Self-paced, online.

- **Length:** 26 hours
- **Format:** Online
- **Cost:** \$699

Course is a package deal of the courses they offer here:

<https://drexel.edu/goodwin/academics/continuing-professional-education/courses/online%20self-paced/nonprofit-management/>

Would like to sign up Max, Catherine, Bird, and myself.

Annual budget for continuing education is \$3,600, total cost for four seats is \$2,796