

Stanford Free Library Trustees' Meeting Minutes

February 11, 2025

Present: Natalie Bliss, Laura Gilhooly, Mark Williams, Claudia De Bellis, Pamela Deitrich, Barbara Mauer, Bobbie Menendez, Jim Bail, Melinda Heady, & Marc Smith

Absent: Kari Lorenson

In Attendance: Christa Cerul

Minutes: Motion made to approve the minutes from the December 2024 Trustee's meeting. Vote taken. Approved.

Treasurer & Financial Report:

- A. Financial report from December 1-30, 2024- approved
- B. Financial report from January 1-31, 2025- approved
- C. Mark became aware of some requirements for reserve funds through a MHLS Financial Planning training. He will work with Jim and Christa (in conjunction with MHLS) to make sure that our reserve funds are being handled appropriately. Bobbie and Melinda also volunteered to help with this.

Correspondence:

- A. A thank you note from Ginny Schall was read.
- B. A thank you note from Joyce Horecky was read.

Librarian Report:

- A. Library Use Statistics for December and all of 2024 were reviewed.
- B. Library Use Statistics for January 2025 were reviewed.
- C. Reminder- each Trustee must have 2 hours of training annually.
- D. Christa also completes additional training throughout the year. She recently completed the on demand Financial Planning training, which Mark and Jim have also completed.
- E. The PPCSD bus for our after school programs has been fantastic. They provide a separate shuttle bus once a month for each elementary school for 25 students to attend each program.
- F. Christa is working on the Annual Report to the State which is due by Friday, February 14, 2025. The Board will be asked to review and accept this report at the March Board Meeting on 3/11/25.
- G. The Trustee Reception will be held at the Beekman Library on May 1, 2025.

Old Business: none

Committee Reports:

A. Building Maintenance

1. We are having problems with the library's heating system. Jim and Mark have been working on getting someone to come in and fix the issue. The library was closed on Monday, February 10, 2025 due to lack of heat in the building. Jim is waiting to hear back from Johnson Controls to get a technician in. We will also see about getting a service contract for our heating system.

B. Fundraising and Publicity-

1. The annual appeal has raised \$47,017.81 to date.
2. Christa heard from Toby Ricciardelli in response to a request to the Boosters for a volunteer to hang posters in the community. Thank you to Laura Gilhooly who has been doing this for us for years!

C. Grants- None

D. Legislative- None

E. Nominating-

1. Natalie and Jim's terms had expired in December 2024. They have both agreed to continue on for another term.

F. Personnel - None

G. Programs

1. **Adult-** Christa reviewed the many Adult programs being offered.
2. **Children's-** Christa reviewed Children's programs.
 - A. Marc Smith will present a Yo-Yo Program on Monday, February 17th from 4-5pm.
3. **Teen-** Christa reviewed teen programs.

H. Scholarship-

1. Laura updated us on the \$250 scholarship that we are offering again this year. Applications are due by 4/30/25, and the awards night is 5/21/25.

I. Technology-

1. Christa is in need of a new computer.
2. New patron computers will also be needed in order to be able to install Windows 11.

New Business:

1. Library Advocacy Day in Albany was on February 5, 2025. Mark attended.
2. Christa is hoping to have an activity calendar on the website by June 2025.
3. We are looking for additional adult programming ideas. Melinda will look into this.
4. We are still considering getting security cameras. March Smith will price out some Ring cameras, and discuss his findings with Jim.

Next Meeting- Tuesday, March 11, 2025 @ 7 pm

Adjourn- Motion made to adjourn @ 8:40 pm. Vote taken- approved