

Jim Young made the motion to approve payment for described initial deep cleaning at \$425.00, and biweekly cleaning services – each cost \$240 , for 6 months, beginning in December 2022, from Cleaning by Stephanie. Robin Greer seconded the motion. The motion was open for discussion. The motion was approved by the Board of Trustees, 6 – 0.

Carla will contact Cleaning by Stephanie, to arrange the initial deep cleaning services.

5. Financial Business

- A) In lieu of the previous cleaning services discussion, Trustees discussed the financial implications of increased cleaning costs and how such services were connected to the Building and Maintenance needs. The discussion included a review of the Proposed 2023 Budget that was distributed at last month's meeting.

Jim Young made the motion to change the 2023 Proposed Budget, by transferring and combining the \$2,000 "Cleaning" budget line, into that of \$8,000 Building and Maintenance budget line. Robin Greer seconded the motion. The motion was open for discussion. The Trustees voted to approve the motion, 6 – 0.

Robin will contact Scott Zippel, Springport Free Library Bookkeeper, regarding this action.

- B) Trustees discussed Scott Zippel's request to investigate current rates offered by banks for business CD's, as it would be advantageous to open a new CD for incoming public funds.

Trustee Jim Young made a motion to allow Scott Zippel, Springport Free Library Bookkeeper, to open a new Certificate of Deposit for appropriated public funds, at the financial institution found to have the highest interest rate. Robin Greer seconded the motion. The motion was open for discussion. The Trustees voted to approve the motion, 6 – 0.

6. Trustee Annual Training Hours

Library Director Carla reminded Trustees that they have to complete two hours of appropriate training to meet New York State requirements. Trustee Laurie Waldron recently attended on-line training from the FLLS workshop, entitled "Effective Meetings Utilizing Parliamentary Procedures". She shared links to the training session and related videos. Carla suggested that Trustees look at other workshop offerings that can be found on the FLLS website.

New Business

1. Two bids from Carpet House Flooring Center were shared, which provided estimates for regular carpet and carpet tile, with related installation costs. The board discussed the need to replace the current carpet that was at least 20 years old. Trustees compared the two bids, weighing the short- and long-term impact of installing each type in the library, as well as the optimal time in which to have it installed.

Trustee Laurie Waldron made a motion to accept Carpet House Flooring Center's "Option 2" Bid to purchase and install Pentz Carpet Tile - Chivalry 20, at an estimated cost of \$6,945.24. Christie Cooper seconded the motion. The motion was discussed. The motion was approved by the Board of Trustees: 6 – 0.