

Weedsport Free Library
Annual Board Meeting Minutes
2020 in Review
January 28, 2021

Present via Zoom: Ted Ball, Wendy Bannister, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Alison Rudick, Chris Spoor, Kimberly Springer, Cheryl Austin and Linda Quinn

New Board Members: Don Burdick and Chris James

Absent: None

-Meeting called to order by Wendy at 6:00pm.

-**Secretaries Report:** Chris Spoor

*Approve 2020 Annual Minutes to accept by Paul, 2nd by Ted, all in favor.

-**2020 Friends Report:** Cheryl Austin

*Shared friends 2020 highlights. A donation of \$2,500 was provided to the 2020 library operating budget. \$250 was also donated for Linda to purchase the "Take and Make" supplies. The used book sale and Christmas raffle were both successful this past year to help generate income.

-**Treasurer's Report:** Megan Quill

*Noted increase in Investments Interest as a result of the stock adjustment. Fundraising represents the funds collected from the Tribute Tree. Funds were paid out for the bookkeeper (outside services) in December. Outdoor maintenance expense was lower than expected most likely due to less snowfall compared to prior years. The funds obtained from the PPP loan have been helpful during the times.

*Motion by Bob, 2nd by Alison, all in favor.

2020 Director's report: Cheryl Austin and Linda Quinn

- Patron visits significantly declined beginning in March due to the pandemic and continue to remain relatively low compared to prior years. Digital Downloads have steadily increased throughout 2020.
- From Mid-March through the rest of the year, the library's operations changed drastically due to the COVID-19 pandemic.
- March 16th – June 14th – The library was closed. Cheryl and Linda worked remotely coming into the office on occasion as needed.
- June 15th – July 19th – The library opened for curbside service, closing an hour early at 8PM. All library materials were quarantined for 3 days upon return. Interlibrary loan resumed on July 7th, one delivery per week.
- July 20th – December 31st – The library opened up again for browsing and curbside options. Interlibrary loan increased to two times per week. Meeting room use resumed to 50% capacity.
- Every effort was made to protect staff members and the public, putting protocols in place and getting used to the "new normal".

- Linda received funding from the Community Foundation Library Grant to be used for "Imagine your Story 2020".
- Beginning in April, Linda started the virtual story time each week and posted to the Library's Facebook page.
- Kids "Take and Make" crafts were assembled and given out weekly.
- "Imagine your Story 2020" Summer Reading program was held virtually and ran from July 6th – August 7th.
- *Motion by Paul, 2nd by Ted, all in favor.

President's 2020 Report: Wendy Bannister

*Thank you to the Director, Assistant, aides, and volunteers.

2020 was a challenging year.

Cheryl will be retiring in March 2021

Job notices have been posted for the Director's position.

Approval for new Board members: Don Burdick and Chris James (secretary cast one ballot)

*Motion by Alison, 2nd by Paul, all in favor.

Board member officers (secretary cast one ballot)

2021 Officers: President – Wendy Bannister

Vice-President- Bob Kelley

Treasurer – Megan Quill

Secretary – Sarah Pickering

*Motion by Paul, 2nd by Don, all in favor.

Thank you to our departing board members Chris S. and Alison for your years of service (Chris-6, Alison-3).

Motion to adjourn at 6:18pm. Motion to accept by Bob, 2nd by Chris, all in favor.

Respectfully submitted by Sarah

**Directors' Report-2021
Weedsport Free Library
Annual Meeting-012722**

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
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Note: 2020 shutdown and restrictions impact mid-March and beyond

2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	19,175
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	18,673
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	17,406
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	7,145
2021	526	627	822	749	735	994	1224	928	783	834	895	674	9,791

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	21,292
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	17,786
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	17,629
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	10,770
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074	1127	1064	1012	14,051

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	190
2018	12	14	11	17	10	30	21	19	23	18	9	11	195
2019	11	14	17	9	17	17	31	17	16	15	8	10	182
2020	15	13	8	0	0	3	9	6	10	14	7	10	95
2021	5	11	10	9	8	13	17	9	5	13	9	14	123

**Digital Downloads
(OverDrive)**

2017	118	96	130	123	123	136	143	132	112	130	109	105	1457
2018	114	105	118	136	118	120	140	135	161	111	131	104	1493
2019	150	109	140	123	178	158	161	161	119	124	153	148	1724
2020	160	165	190	245	247	251	239	230	226	236	252	226	2667
2021	190	184	207	200	184	258	218	182	177	187	159	190	2336

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	20,134
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	13,673
2021	1268	1309	1493	1598	1215	1514	1650	1380	1251	1314	1223	1223	16,438

Director Highlights for 2021:

2021 was another year that required practicing perseverance, patience and flexibility. Covid continued to impact the library. While we are thrilled to see higher patron visits and circulation compared to 2020, we still have a long way to go to seeing pre-covid numbers.

It was still necessary to limit programming in 2021. Covid protocols continued to be in place with the number one goal being to keep staff and patrons safe. Workshops and communications with FLLS continued to be virtual.

2021 also brought change to the library. In 2020 I had announced my 2021 retirement. In preparation for that change the board hired Heather Christopher, our treasurer, just going off the board after six years, to take on accounting/bill-paying duties. That had been a big part of my job the last few years; expecting a new director to take on that task seemed unfair and troublesome. Heather and I teamed up in 2021 to implement new accounting routines and practices.

Interviews for a new director took place in March. Diana Wendell was offered the position and began on April 5th. I worked alongside Diana the month of April, training her on all areas of the director's job. Diana had a short career at the library, notifying the board she was leaving at the end of June. Diana sought employment at another library downstate.

The next transition began in July with Linda Quinn serving as interim director. I worked one day/week, lending Linda support. Linda took on the task of submitting payroll, fielding staff and patron questions/concerns and facilitating the three gazebo concerts. I'd like to thank Linda for working from two offices, two chairs, two computers and hopefully two mugs of coffee at the same time for five months. Thanks to the library aides as well (Crystal Batson, Debbie Beers and June Quigley), they are such an important part of the library team. I appreciate their adaptability!

The position was advertised again in September and interviews were conducted. Samantha Black was offered the job; she began on October 4, 2021. Samantha and I spent two weeks together training and since then I have continued to work one day/week to further the training process. Linda resumed her regular Asst. Director schedule and workload in December. I have enjoyed sharing director knowledge with Samantha. I appreciate that she is welcoming and engaging with our patrons and staff. She's also a quick learner, intuitive and has great attention to detail. The old saying that "everything happens for a reason" holds true here. Samantha has quickly settled in and I feel confident that she will continue to embrace the position and all that goes with it. It is my desire that the director job be as rewarding and enjoyable to Samantha as it has been for me.

I appreciate the library staff, board members and Friends of the Library for journeying through another year of covid along with transitioning to two new directors.....enough excitement to last for a good bit of time. We are so fortunate to have dedicated people working and serving at the library, making it one of the most important community resources. I leave you (once more) with the three words that I've held on tightly to since covid began perseverance, patience and flexibility.

Thank you for thirty years, I will simply say my heart is full.

Sincerely,

Cheryl

Children's Program Highlights for 2021

January-May:

- Linda recorded weekly Story Time sessions and posted them to the library's Facebook.
- Children's Take & Make craft kits were assembled and handed out weekly to patrons.

April-May:

- Linda attended the "Super Charged Storytimes" virtual courses.
- Linda received funding from the Early Literacy Mini-Grant.

June-August:

- Linda met with elementary school classes pre-k - grade 3 in D B's Drive In gazebo for a book read and to discuss the upcoming Summer Reading Program.
- Linda met with classes in grades 4-6 at the elementary and middle schools to discuss the upcoming Summer Reading Program and to discuss the importance of obtaining a library card.
- The "Tails & Tales 2021" Summer Reading Program ran from June 28-August 14. Each child who registered received a paper reading log. The children each received a prize upon completion of their reading log. An Adopt-a-pet (stuffed animal) program and weekly Take & Make craft kits were offered through the summer. The "Read to Rosie" (service dog) program was held at the library as well as 2 craft programs and a Babysitter Course hosted by Epic Trainings. Live performances were held at Trolley Park. These included Captain Rick, Dan the Snakeman and the Rev Theatre Co. Story Time sessions were also held once a week at Trolley Park.

September-December:

- Lego Club was held in person in the library once a month.
- The "Read to Koa" (service dog) program was held in the library once a month.
- The "Home Alone Safety Course" sponsored by Epic Trainings was held at the library on Sept. 2.

Linda attended webinars throughout the year involving children's programming and library support.

