Weedsport Free Library

Regular Board Meeting Minutes

Date: 1/26/2023

**Present:** Ted Ball, Wendy Bannister, Chris James, Sarah Pickering, Megan Quill, Paul Reichhart, Kimberly Springer, Samantha Black and Linda Quinn

**Absent:** Lorrie Bradtke and Don Burdick

-Meeting called to order by Wendy at 6:21pm.

-**Secretaries Report:** Sarah Pickering

 \*Motion to approve of the December 2022 minutes by Megan, 2nd by Paul, all in favor.

-**Treasurer’s Report:** Megan Quill

 \*Revenue for the month came from the tribute tree, t-shirt apparel sales, book sales, restricted funds from the Peterson Memorial and donations as part of the memorial of a former patron. Overall, expenses were in line with budget.

 \*Motion by Ted, 2nd by Chris, all in favor.

**Director’s report:** Samantha Black & Linda Quinn

* Patron visits and circulation were up from last month. Overall total circulation and digital downloads were up from last month and the prior year month-end totals.
* The meeting room continues to be used by the community. In the past month, the room was used for Auxiliary, BINGO, Charity knitting group, Girl Scout meetings, gift wrapping, Insurance sign-ups, book club, story time, tutoring/speech and chair yoga.
* 6 attended the Senior Cinema.
* 3 attended Book Club.
* 7 attended the weekly chair yoga.
* Samantha attended the FLLS Directors meeting on 12/15.
* Linda attended the Summer Symposium on 12/8.
* Samantha & Linda are beginning to work on the Annual Report to NYS.

**Children’s Programming:** Linda Quinn

* Baby/Toddler Storytime is going well. The kids were visited by Santa on the 15th.
* Family Holiday Bingo was held on December 16th with 12 attending.
* Stories with Simcha was held on December 17th. No one attended. Program with Simcha has ended due to the lack of attendance.

Paul moved to accept the Director’s report, 2nd by Ted, all in favor.

**Public Expression:** Assemblyman John Lemondes joined the meeting to present the Library with a check for $6,000 as part of Bullet Aide. He noted the funds are not restricted and the Board is able to spend the funds as needed. The Board provided the Assemblyman with a large thank you poster signed by all the Weedsport Elementary students. He was very appreciative of the sign. The Board thanked Assemblyman Lemondes for the funds and he exited the meeting.

**Committees:**

 **\*Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer and Samantha Black

 **-** Samantha reminded the Board of the 2023 Sexual Harassment Prevention training as well as the new Trustee Education requirement. Trustees are required to take at least 2 hours of Library related training on top of the Sexual Harassment Prevention training. Samantha wanted the Board to consider creating a policy or updating the By-Laws to summarize the Trustee Education requirements. Wendy noted we would discuss at the next meeting.

 **-** Discussions were held on the candidates interviewed for the Director, Assistant Director and the two Library Aide positions. Offer letters will be extended to the selected candidates.

**\***A motion was made by Paul, 2nd by Chris to approve of Linda Quinn taking on the role of Interim Director and extending the offer to Nicole Quinn for the Director position and Crystal Batson for Assistant Director position. All in favor.

**\***A motion was made by Megan, 2nd by Kimberly to approve of extending the Library Aide positions to Emily Quinn and Nathan Grey. All in favor.

**\*Buildings and Grounds:** Ted Ball, Don Burdick, Paul Reichhart

- Don continues to work on collecting the HVAC system rebate.

- We have decided to hold off on purchasing a NYS flag due to limited space in the building.

**\*Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Cheryl Austin

- None.

**\*Fundraising:** Bob Kelley

- None.

Next meeting is February 9, 2023 at 6:30 PM.

At 7:20 PM, Paul moved to Adjourn, 2nd by Ted. All in favor.

Respectfully submitted by Sarah