

Weedsport Free Library
Regular Board Meeting Minutes
Date: 6/10/2021

Present: Wendy Bannister, Don Burdick, Chris James, Sarah Pickering, Megan Quill, Paul Reichhart, Kimberly Springer, Diana Wendell and Linda Quinn

Absent: Ted Ball and Bob Kelley

-Meeting called to order by Wendy at 6:34 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the May 2021 Board meeting minutes by Don, 2nd by Chris, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – Revenue activity from May will show on the June 2021 Income Statement, due to May's deposit being done on June 1 (May 31 was a holiday). Megan noted the Library received the funds from the Village of Weedsport however, the actual amount was less than anticipated. (Check was received in April.) We received same amount as in 2020; \$16,950. We had budgeted \$17,289 (\$339 less).

The Library also deposited funds from the Book Sale, the Field of Honor, Copier fees which will all be reflected on the June Income Statement. In reviewing the expenses, Book expense increased slightly. Custodial expense represents the carpet cleaning. Payroll was higher than budgeted as Cheryl and Diana were both paid in the month of May (Cheryl's paid unused time as retiree).

*Motion to approve the May 2021 Treasurer's report by Paul, 2nd by Kimberly, all in favor.

Director's report: Diana Wendell

- Diana handed out a flyer and information about the Central New York Broadband Internet Survey from the CNY Regional Planning and Development Board. Their effort is to obtain better and less expensive broad band access for Cayuga, Cortland, Onondaga and Madison counties.
- Assemblyman Manktelow called Diana last Thursday to notify her that he would like to award the Library \$10,000 as a result of her letter requesting Bullet Aid. He mentioned he plans to visit the Library soon. Funds will come through Finger Lakes Library System.
- All COVID-19 protocols continued to be followed. Diana requested Board approval to change the quarantining period of materials from 3 days to 1 day. It is expected that most COVID related restrictions on businesses will be lifted once 70% of New York State's adults have received at least one dose of the coronavirus vaccine.
- Deliveries from FLLS continued at twice per week.
- Lauren Lamphere has started volunteering again for the Library. Diana passed around the Volunteer form and asked for feedback.
- Girl Scout Troop 61181 pulled weeds in the Library flowerbeds. Diana has reached out to the Village Beatification committee to ask if they would help maintain the Library gardens.
- On May 25, Diana submitted a grant application to KeyBank for the Gazebo Series. She was notified that the Library was awarded \$600. Diana passed around the Gazebo 2021 flyer for

review. Diana is requesting use of the Weedsport School auditorium as an alternative site in the event of poor weather conditions.

- There will be an article in the Citizen including information about the Children's program as well as Gazebo events on June 13, 2021.
- The Library brought in \$250 from the Field of Honor Program. A big thank you to Donna Glowacki for putting up the posters around town and for placing the flags in the lawn. (Also for suggesting the program.)
- Linda & Diana discussed using a different website platform offered through the Finger Lakes Library System. The Library is currently paying \$144 per year for Square Space. The Library system offers WordPress which would cost \$19 per year and would offer more features and FLLS will take care of doing system updates.
- Patron visits were down in May, which may be related to warmer weather.

Children's Programs: Linda Quinn

- Linda passed around the brochure for the Children's Summer Reading Program. The program will begin June 28th and will end August 14th.
- Linda received \$233 from the Early Literacy Mini-Grant. She purchased new puppets as well as a felt Board for story time.

*Motion to approve the quarantine of materials from 3 days to 1 day made by Megan, 2nd by Don, all in favor.

*Motion to approve the Director's report by Megan, 2nd by Don, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer and Diana Wendell

- Heather is working on drafting the Bookkeeper Job Description.
- Wendy will set-up a separate meeting with the Personnel committee to review and discuss the new policies as required with the NYS standard changes.
- The Personnel committee is meeting after the Board meeting to discuss the transition of roles. Diana is leaving the Library as Director at the end of June. Linda has offered to act as the Interim Director and Cheryl has offered to also help as needed until a new Director is hired.

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

- Ted, Paul and Don met at the Library and identified areas that need to be updated. Ted plans to trim the bushes in the front of the building. Parts of the building need to be painted.
- Discussed the energy audit in more detail with John, L & S Energy Services who performed the audit. Don discussed a leak in the fan, lighting that needs to be replaced, heating/air system needs to be replaced.
- The 2021 Construction grant is due Fall 2021. Diana noted we will need to get three quotes to support for each proposed big ticket item. Diana mentioned we should request funds possibly for the air conditioner, roof and boiler.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Diana Wendell

- The insurance company let us know that they will be reducing the Library coverage related to cyber security. The policy will no longer cover computer hacks. Diana is waiting to hear back from our agent with quotes for paying additional amount to continue the coverage. She also suggested that the Library consider adding usernames and passwords to log-on to staff computers.

***Fundraising:** Bob Kelley

- None.

***Other Business:** The Friends of the Library are requesting Board approval to use up to \$400 to purchase a retirement gift for Cheryl.

*Motion to approve the Friends of the Library to use up to \$400 for a retirement gift for Cheryl moved by Sarah, 2nd by Paul, all in favor.

Next meeting is **September 9, 2021 at 6:30 PM.**

At 7:20 P.M., Don moved to Adjourn, 2nd by Kimberly. All in favor.

Respectfully submitted by Sarah