

Weedsport Free Library
Regular Board Meeting Minutes
Date: 9/9/2021

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Paul Reichhart, Kimberly Springer, Cheryl Austin, Linda Quinn and Heather Christopher

Absent: Ted Ball and Megan Quill

-Meeting called to order by Wendy at 6:38 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the June 2021 Board meeting minutes and the August 2021 Special meeting minutes by Chris, 2nd by Kimberly, all in favor.

Public Expression: None

-Treasurer's Report: Heather Christopher for Megan Quill

*Income Statement Summary report – Revenue and Expense activity was reviewed for the periods ending June, July & August 2021. At 8/31/2021, revenue is \$4,000 over budget and payroll is \$4,000 under budget. Payroll is expected to increase once a new Director is selected & hired. Overall, there have been no significant variations from year-to-date budget to actual.

*Sarah inquired if we had received any updates on the \$10,000 grant related to Bullet Aid requested. Diana Wendell, previous Director, had requested the funds and received notification of the award from Assemblyman Manktelow. Cheryl & Linda had not received any updates. Cheryl will follow-up with Assemblyman Manktelow.

*Heather noted the School funding (\$84,000 estimated) is not expected until later this fall and discussed the Library will need \$12,000 to \$15,000 from the Restricted account to continue to operate. A motion was made to transfer \$12,000 from the Restricted account to the Regular Checking account by Paul, 2nd by Bob, all in favor.

* Three new computers have arrived. Two out of the three new computers will be paid for by the Peterson fund.

*The Town of Brutus is accepting the 2022 funding requests. In the past, the Library has requested a 2% increase in funding. Considering the negative impact COVID has had on the community, the Board discussed requesting the same amount as last year. After a motion was made to request \$20,723 funding for the Library in 2022 from the Town of Brutus by Paul, 2nd by Kimberly, all in favor.

*Motion to approve the June, July & August 2021 Treasurer's reports by Sarah, 2nd by Chris, all in favor.

Director's report: Linda Quinn and Cheryl Austin

- On September 6, 2021, we received notification that Governor Hochel announced COVID-19 has been classified as a "highly contagious communicable disease that presents a serious risk of harm to the public health" under the New York State HERO Act. The HERO Act requires all employers to implement workplace safety plans in the event of an airborne infectious disease. Once Cheryl goes through the information, she will update the Board on the Library's plan.
- The new computers will be set-up by Eric at FLLS in the near future.

- Cheryl had provided the Finger Lakes Library System Direct Access Plan 2022 – 2026 for the Board’s review. The document details services and resources available to member Public Libraries. After a motion was made by Chris, 2nd by Paul, the Finger Lakes Library System Direct Access Plan 2022 – 2026 was approved as presented. All in favor.
- The Finger Lakes annual meeting is scheduled for October 15th from 10am – 11am via Zoom. Each member library must have at least one voting trustee in attendance. Wendy confirmed she would be able to attend. All other Board members are encouraged to join.

Children’s Programs: Linda Quinn

- Linda met with elementary classes in the gazebo at DB’s Drive-in the first week of June. Classes received a read-aloud and were given Summer Reading flyers and Arby’s coupons.
- The Summer Reading program “Tales and Tails” began on Tuesday, July 6th and ran through August 14th.
- Linda asked the Board to consider giving \$100 to each Crystal & Debbie for additional help they provided over the summer that was beyond their normal job duties. After discussions, a motion was made to provide a \$100 VISA gift card to each Crystal & Debbie by Kimberly, 2nd by Bob, all in favor.

*Motion to approve the Director’s report by Sarah, 2nd by Chris, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer, Cheryl Austin and Linda Quinn

- Wendy noted the Board will be updated on the new Director search during the Executive session.
- 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.

***Buildings and Grounds:** Don Burdick and Paul Reichhart

- Wendy suggested sending an e-mail to inform those who provided a bid on heating services that another provider had been selected.
- Joe from Woodcock & Armani is expecting the new Boiler as early as next week. The Board agreed to begin the installation process before the weather changes.
- The 2021 Construction grant was complete and is under review by Kristi at FLLS. Work on our project can begin now but not be completed before October 1st, 2021, in order to follow the guidelines of the grant. We won’t hear whether we are awarded the grant money until sometime in 2022.
- Cheryl will follow-up on the P&J contract as their services may no longer be needed.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Cheryl Austin and Linda Quinn

- Heather has started to work on the budget. The finance committee will meet in October and present the 2022 budget draft at the November 11th board meeting.

***Fundraising:** Bob Kelley
- None.

At 7:35 P.M., a motion was made to go into Executive session to discuss the new director selection by Sarah, 2nd by Don, all in favor.

At 7:52 P.M., the Executive session ended.

The next meeting is **October 14, 2021 at 6:30 PM.**

At 7:55 P.M., Don moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah