

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 10/14/2021

**Present:** Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin, Samantha Black and Linda Quinn

**Attended via Zoom:** Ted Ball and Kimberly Springer

-Meeting called to order by Wendy at 6:31 P.M.

**-Secretaries Report:** Sarah Pickering

\*Motion to approve the September 2021 Board meeting minutes by Chris, 2<sup>nd</sup> by Paul, all in favor.

**Public Expression:** None

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

\*Income Statement Summary report – Revenue and Expense activity was reviewed for the period ending September 2021. At 9/30/2021, revenues were higher than budgeted this month and amounted to \$2,161. The revenue is mainly attributed to local aid and a reimbursement from the CARES Act. Overall, the year-to-date budget to actual difference is within range, noting an increase in actual revenues compared to budget.

\*Motion to approve the September 2021 Treasurer's reports by Sarah, 2<sup>nd</sup> by Don, all in favor.

**Director's report:** Linda Quinn, Samantha Black & Cheryl Austin

- Patron visits, circulation and new cards issued were all down this month compared to the previous month. The decline may be attributed to the impacts of COVID-19.
- Samantha has started the new Director training with Cheryl and Linda. Cheryl is taking vacation in October, however she is planning to continue training in November, on a limited basis.
- Construction began on the HVAC project.
- As a COVID-19 update – activity has resumed in the Library's meeting room. Masks are required for all staff and patrons.
- The 25<sup>th</sup> Birthday Open House was held on Friday October 1<sup>st</sup>. Assemblyman Manktelow attended and honored Cheryl's service to the Library. Assemblyman Manktelow confirmed the Library was awarded the \$10,000 and noted the funds would come through FLLS.
- Sharon Hand, a local author, asked if she would be able to schedule a book reading/signing at the Library. Ms. Hand plans to donate a book. The Board discussed reading the book first before scheduling the book signing event, to determine if the content is consistent with the Library's policies.

**Children's Programs:** Linda Quinn

- The "Home Alone Course", provided by Epic Trainings, held on 9/2/2021 was a success. There were 16 children who attended.
- Lego Club was held on 9/23. There were 10 in attendance.

- A new program called "Read to Koa", which is a Paws to Read program, began on 9/24. No one attended the program this past session, however Linda is hopeful attendance will increase. The program will be held once a month.

\*Motion to approve the Director's report by Chris, 2<sup>nd</sup> by Megan, all in favor.

#### **Committees:**

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

- Wendy presented the NY HERO Act Policy for review. The Policy is a model airborne infectious disease exposure prevention plan. Wendy asked for a motion to adopt the NY HERO Act Policy. Motion made by Sarah, 2<sup>nd</sup> by Paul, all in favor.
- 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:** Ted Ball, Don Burdick and Paul Reichhart

- Woodcock & Armani complete most of the work installing the new Boiler. The economizers need to be installed in the attic.
- Don noted the copper pipes were replaced as a result of the new boiler system. The copper was cut and sold for \$450.
- Committee members discussed inviting a firefighter to do a walkthrough of the Library to identify any potential fire related issues.
- Megan asked about the rebate. Wendy mentioned that she has all the information, however is waiting on submission until the project is 100% complete.
- The call list for the alarm system was discussed. After a brief discussion, Don agreed to be called first, Linda being second and Paul being third.
- Debbie Piascik has helped keep up with the garden. Chris mentioned the Honor Society may be interested in volunteering their time to help with the gardens. Wendy will follow-up with the school.

**\*Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill and Samantha Black

- Heather has started to work on the budget. The finance committee will meet in October and present the 2022 budget draft at the November 11<sup>th</sup> board meeting.
- The Village of Weedsport is accepting the 2022-2023 funding requests. In the past, the Library has requested an increase in funding. However, considering the negative impact COVID has had on the community, the Board discussed requesting the same amount as last year. A motion was made to request \$16,950 funding for the Library in 2022-2023 from the Village of Weedsport by Paul, 2<sup>nd</sup> by Don, all in favor.

**\*Fundraising:** Bob Kelley

- None.

The next meeting is **Thursday, November 11, 2021 at 6:30 PM.**

At 7:19 P.M., Don moved to Adjourn, 2<sup>nd</sup> by Bob. All in favor.

Respectfully submitted by Sarah