

**Weedspport Free Library
Board Meeting Agenda
Thursday, Sept. 9, 2021
6:30 PM in-person or zoom**

**If unable to attend, please let Linda/Cheryl know
315-834-6222 or director@weedspportlibrary.org**

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (June 2021 and August 2021 Special Meeting minutes) - Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (June/July/August 2021) – Heather Christopher for Megan Quill
 - Town of Brutus 2022 Funding Request due 9/17/21.
- **Directors' Report** (June/July/August 2021) – Linda Quinn and Cheryl Austin
 - COVID-19 related issues/observations/updates
 - Gazebo program recap
 - Summer Reading program recap
 - New Computers are in, waiting for installation
 - FLLS Free Direct Access Plan for 2022
- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Don, Chris, Wendy, new director
 - New director search update/recommendation
 - Need to add the bookkeeper role to the policy documents
 - Minimum standard updates by end of 2021
 - Committee meeting for editing new policies
 - **Building and Grounds** Paul, Ted, Don
 - Construction Grant update
 - **Finance/Long Range Planning** Megan, Bob, Wendy, new director
- **Fundraising** –Bob
- **Confirmation of next board meeting** - **Thursday, Oct. 14, 2021 at 6:30 PM**
- **Adjourn**

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

Weedsport Free Library
Special Board Meeting Minutes
Date: 8/17/2021

Present: Ted Ball, Wendy Bannister, Don Burdick, Chris James, Sarah Pickering, Megan Quill and Linda Quinn

Absent: Bob Kelley, Paul Reichhart and Kimberly Springer

-Meeting called to order by Wendy at 6:40 P.M.

2021 NYS Construction Grant Application:

Wendy introduced Jerry Koenig & Joe Scott from Comfort Systems USA. Don noted he had requested quotes from multiple companies to replace or repair the Library's boiler unit and cooling system, considering efficiency, cost & availability. Don was most impressed with the offer Comfort Systems USA had proposed and asked them to come to the meeting to present their proposal to the Board.

Before providing a quote, Jerry & Joe visited the Library to get a clear understanding of the current system. The boiler is roughly 25 years old. Concerns were raised about losing heat through the attic which has created large icicles in the winter months. Rather than replacing one piece of the system, temporarily fixing the heating and cooling issue, Joe discussed the benefits of purchasing a new, state-of-the-art system. Joe highlighted the potential cost savings and reduced energy consumption. Currently, the boiler system is using 5 zones and is running on 250K BTU's noting 80% efficiency. Comfort Systems USA is proposing a 3 zone system, expecting 150K BTU's with 95% efficiency. Joe introduced installing two Flexx units, which would act as a heating & cooling unit for the attic working off of electricity. He also suggested adding insulation to the attic to further aid in the energy savings. Joe proposed installing an I-Wave Air Ionizer to inactivate airborne virus particles while improving the air quality in the building.

At 7:30 P.M., Jerry & Joe thanked the Board for their time and they exited the meeting.

Wendy attended a meeting about the Grant Application process with Linda & Cheryl. Kristi Downham, State Programs Coordinator, from the Finger Lakes Library System, will be reviewing all grant applications prior to the submission deadline. Wendy expects to have the grant application sent to Kristi by 9/3/2021.

Wendy provided copies of the *Assurances: State Aid for Library Construction Program* document for the Board's review. Each of the assurances was discussed and noted not all assurances were applicable to the Library.

*Motion to approve the *Assurance: State Aid for Library Construction Program* document made by Don, 2nd by Megan, all in favor.

Current Mask Policy:

Linda & the Board discussed the current mask policy. Positives COVID cases are beginning to rise again in Cayuga County. In the past, the Library has followed guidelines outlined by the school and it is anticipated that facility and students will be required to wear masks again this school year. The comfort of the Library staff is most important.

*After a motion was made by Chris, 2nd by Ted, the Board approved the requirement of everyone to wear a mask in the Library building, regardless of vaccination status.

Public Expression: None

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

Respectfully submitted by Sarah



Finger Lakes Library System Free Direct Access Plan 2022-2026

The Free Direct Access Plan is a State approved agreement between the Finger Lakes Library System (FLLS) and the State Education Department's Division of Library Development of the New York State Library. This is required by Commissioner's Regulations 90.3 (a) through (d)(4).

The Free Direct Access Plan reflects our system's commitment that no resident in the area served by the Finger Lakes Library System will be excluded from direct or on-site access to the resources of any system's member libraries on the basis of age, cultural, economic, civic or other status. The document provides the process for our member libraries to both identify and place restrictions of excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

The Finger Lakes Library System services the public libraries of five counties: Cayuga, Cortland, Seneca, Tioga and Tompkins. All public libraries in these five counties are members of the Finger Lakes Library System.

Definitions for the purposes of this Plan:

a. Direct Access:

Services provided to all active cardholders of a library and to the cardholders of the system via outreach services. This typically includes the authorization to checkout library materials and use the subscription services offered by that library.

b. Local Residents:

Individuals residing or owning property upon which taxes are paid *within* a library's chartered-to-serve area. These individuals are eligible to apply for a library card at their local library without paying any fees.

c. Non-residents:

Individuals residing *outside* of one of the five counties served by the system. Non-residents are eligible to apply for a library card at any Finger Lakes Library System member library, subject to the requirements imposed by that library for individuals residing outside its chartered-to-serve area. Restrictions may occur on services to non-residents, such as out-of-system interlibrary loan, if the membership of the Finger Lakes Library System so chooses.

d. System Residents:

Individuals residing *within* the boundaries of the Finger Lakes Library System, i.e., within one of the five counties, but *not within* any member library's chartered-to-serve area. These individuals are eligible to apply for a library card at any Finger Lakes Library System member library, subject to the requirements imposed by that library for individuals residing outside its chartered-to-serve area.

1. Describe how all individuals residing within the boundaries of the system, but outside a member public library's chartered service area will receive library services.

All member libraries offer direct access and on-site use to all local residents, non-residents, and System residents subject to the requirements imposed by the individual library and Commissioner Regulations. Free on-site use of the total resources of the system by all individuals residing within the boundaries of the system is



(a) **Unserved:** The Finger Lakes Library System, working in cooperation with member libraries, strives to strengthen library service and expanding charters to include those unserved. The System encourages funding through school and special district referenda. In areas where school or special district appropriations are inappropriate or unachievable, the Finger Lakes Library System will assist libraries in exploring other options for library funding.

(b) **Underserved:** Finger Lakes Library System continually works with the boards of member libraries to seek additional funds via local and county support. Upon the request of a member library, Finger Lakes Library System will offer to assist the library in its efforts to expand the availability of library services to the unserved and underserved. Finger Lakes Library System does, and will continue, to conduct workshops relating to better and improved service to library populations.

5. d - Provide a timetable for such actions.

(a) Issue of the Unserved: This will be a continuing effort during 2022-2026.

(b) Issue of the Underserved: Immediate on approval of this plan by the Division of Library Development.

5. e - Identify who will be responsible for these actions.

(a) Issue of the Unserved: Board of Trustees of member libraries and Board of the Finger Lakes Library System along with the FLLS Executive Director

(b) Issue of the Underserved: Board of Trustees of member libraries and Board of the Finger Lakes Library System along with the FLLS Executive Director.

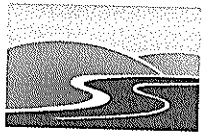
6. Describe the conditions under which modifications to the free direct access plan can be made:

(a) Without the prior approval of the Commissioner of Education and upon sufficient and appropriate documentation submitted to the Finger Lakes Library System, and after appropriate notification of the member libraries of the Finger Lakes Library System, member libraries may:

- i. Restrict loans of printed materials less than one-year old from acquisition date based on hardship, as defined in sections three and four above.
- ii. Restrict loans of non-print materials and equipment based on hardship, as defined in sections three and four above.
- iii. Restrict access to electronic resources based on hardship, as defined in sections three and four above.
- iv. The member library will propose a time frame for the beginning and end of the requested modifications. At the end of the modification time frame the library will review data as outlined in section three to see if a hardship still exists.

(b) With the prior approval of the Commissioner for requests falling outside of this plan and after specific approval by the Finger Lakes Library System Board and of a majority of the member libraries:

- i. The member library will provide documentation to Finger Lakes Library System Board of Trustees indicating the serious inequities and hardships affecting the residents of the library's chartered service area.



- ii. The member library will include in the documentation the proposed modifications it intends to make to address the serious inequities and hardships that differ from those in section 4 above.
- iii. The member library will also describe the expected impact on local resident and non-resident borrowing after the modifications are approved and implemented.
- iv. The member library will propose a time frame for the beginning and end of the requested modifications.
- v. The waiver request by the library has been approved by a majority of the member libraries of the Finger Lakes Library System
- vi. The waiver requested will be forwarded by the Finger Lakes Library System Board of Trustees to the Commissioner of Education for action.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

Finger Lakes will distribute a copy of this Plan once it is approved by the Commissioner and hold a discussion at a System Meeting concerning details of the plan and compliance. Finger Lakes will require member libraries to certify that their library is in compliance with the Free Direct Access Plan on an annual basis with the Finger Lakes Library System during the System's FALCONS meeting.

Finger Lakes shall also be responsive to any queries or complaints about possible non-compliance by our member libraries and work with the member library and their board to ensure their agreement with the Free Direct Access Plan.

8. Describe how the system obtained member library input to the plan for free direct access.

The Finger Lakes Library System reviewed, updated and revised this plan in conjunction with revising the Finger Lakes Library System Plan of Service for 2022-2026. A Plan of Service committee of the FLLS Board of Trustees started in the spring of 2021 reviewing the previous document. County-wide focus groups, along with a meeting of the Central Library, were held discussing the Plan of Service and Free Direct Access Plan during the summer of 2021. The Free Direct Access Plan was also discussed at quarterly FALCONS meetings in 2021 and during our monthly Directors' Meetings starting in April of 2021. Member libraries could review the plan and add comments or suggestions. The Free Direct Access Plan was approved by the Finger Lakes Library System Board on September 29, 2021 (*projected date*).

Directors' Report
Weedspport Free Library
Library information for June/July/August 2021 – Board Meeting 090921

Patron Visits Jan. Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Yr. To Date

Note: 2020 shutdown and restrictions impact mid-March and beyond

2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	12,947
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	13,516
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	11,931
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	4,437
2021	526	627	822	749	735	994	1224	928					6,605

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	14,912
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	12,247
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	12,148
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	6,142
2021	1048	1125	1286	1398	1031	1256	1432	1198					9,774

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	136
2018	12	14	11	17	10	30	21	19	23	18	9	11	134
2019	11	14	17	9	17	17	31	17	16	15	8	10	133
2020	15	13	8	0	0	3	9	6	10	14	7	10	54
2021	5	11	10	9	8	13	17	9					82

**Digital Downloads
(OverDrive)**

2017	118	96	130	123	123	136	143	132	112	130	109	105	1001
2018	114	105	118	136	118	120	140	135	161	111	131	104	986
2019	150	109	140	123	178	158	161	161	119	124	153	148	1180
2020	160	165	190	245	247	251	239	230	226	236	252	226	1727
2021	190	184	207	200	184	258	218	182					1623

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	13,879
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	8,105
2021	1268	1309	1493	1598	1215	1514	1650	1380					11,427

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Tutoring
- Beekeepers Group
- Insurance signups
- Cemetery Committee
- Charity knitting group
- Flag football signups
- Soccer meeting
- After-prom committee
- Ladies auxiliary

June/July/August 2021

- New director Diana Wendell ended her employment at the library on Thursday, June 24th.
- Moving forward, Linda Quinn, Asst. Director, is serving as Interim Director, going to 30 hrs/week and Cheryl Austin is coming in to work at least one day/week to lend director support during this transition phase of finding another new director. Linda is still facilitating the summer reading program while she serves as Interim Director.
- The director job description was reposted and applicants were accepted through July 12th. Four candidates were identified for interviews. Interviews began week of August 22nd.
- Three Gazebo Gatherings were scheduled this year, a modified series due to COVID restrictions. The rain location this year was Weedsport High School. The three concerts were **07/13/21**, Stan Colella Quintet, held at Weedsport High School, attended by 20; **07/27/21**, Carol Bryant Quartet, held at Weedsport High School, attended by 10; **08/12/21**, Fab Cats, held at the gazebo, attended by 35. Funding was provided by Town of Brutus, Village of Weedsport, Key Bank and Friends of the Library.
- Library patrons and staff went back to wearing masks fulltime in mid-August due to rising number of cases of COVID in Cayuga County.
- The Friends are making plans for a 25th birthday open house, COVID style, on Friday, October 1st, 3-7 PM. They will serve donut holes and cider. No activities such as pumpkins or face-painting this year due to COVID. Patrons may donate quarters (glass jar at front desk) as well as anyone donating \$25 or more, will receive a library branded coffee travel mug. Any leftover mugs will be sold as a Friends fundraiser.

Children's Programs for June, July and August 2021

June:

Linda met with elementary classes in the gazebo at DB's Drive-in the first week of June. Classes each had a read-aloud and were given Summer Reading flyers and Arby's coupons. Linda visited the 5th and 6th grade classes the second week of June and handed out Summer Reading flyers along with Arby's coupons. Linda attended a "Kids Read 2 Kids" webinar on June 8. Summer Reading registrations began June 28. Children received reading logs (ages 2-8) or punch cards (ages 9-17). Rick Martinez (aka Captain Rick) held a performance/book signing on June 29 at Trolley Park as a part of Summer Reading program.

July:

Adults: 43

Children: 221

The Summer Reading program "Tales and Tails" began on Tuesday, July 6 and ran through August 14. Weekly Family Story Time sessions were held at Trolley Park for 5 weeks. The "Adopt a pet" (stuffed animal) program was available in the library throughout the Summer Reading program. Children chose a stuffed animal to keep and were encouraged to "care" for their pet by reading to it for 20 minutes a day. 59 children participated in this program. Take & Make craft kits were given out once a week for 6 weeks. 20 crafts were made each week and were all distributed. A "Read with Rosie" program was held on July 8. A craft day with 2 crafts available to make was held on July 14. Dan the Snake man gave a show at Trolley Park on July 26. A Babysitter Course hosted by Epic Trainings was held on July 31.

August:

Adults: 16

Children: 76

The Rev Theatre performed "The Golden Goose" on Aug. 3. Jonna Weaver (a local artist) taught 2 crafts on Aug. 5. Summer Reading program concluded on Aug. 14. Reading logs and punch cards continue to come in until the end of September. Children who completed their reading logs or punch cards received a prize. 64 children age 2-8 and 44 children age 9-17 participated. Linda attended 2 director's virtual meetings as well as a Falcons virtual meeting in August.