

Weedsport Free Library  
Annual Board Meeting Minutes  
2020 in Review  
January 28, 2021

**Present via Zoom:** Ted Ball, Wendy Bannister, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Alison Rudick, Chris Spoor, Kimberly Springer, Cheryl Austin and Linda Quinn

**New Board Members:** Don Burdick and Chris James

**Absent:** None

-Meeting called to order by Wendy at 6:00pm.

-**Secretaries Report:** Chris Spoor

\*Approve 2020 Annual Minutes to accept by Paul, 2<sup>nd</sup> by Ted, all in favor.

-**2020 Friends Report:** Cheryl Austin

\*Shared friends 2020 highlights. A donation of \$2,500 was provided to the 2020 library operating budget. \$250 was also donated for Linda to purchase the "Take and Make" supplies. The used book sale and Christmas raffle were both successful this past year to help generate income.

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

\*Noted increase in Investments Interest as a result of the stock adjustment. Fundraising represents the funds collected from the Tribute Tree. Funds were paid out for the bookkeeper (outside services) in December. Outdoor maintenance expense was lower than expected most likely due to less snowfall compared to prior years. The funds obtained from the PPP loan have been helpful during the times.

\*Motion by Bob, 2<sup>nd</sup> by Alison, all in favor.

**2020 Director's report:** Cheryl Austin and Linda Quinn

- Patron visits significantly declined beginning in March due to the pandemic and continue to remain relatively low compared to prior years. Digital Downloads have steadily increased throughout 2020.
- From Mid-March through the rest of the year, the library's operations changed drastically due to the COVID-19 pandemic.
- March 16<sup>th</sup> – June 14<sup>th</sup> – The library was closed. Cheryl and Linda worked remotely coming into the office on occasion as needed.
- June 15<sup>th</sup> – July 19<sup>th</sup> – The library opened for curbside service, closing an hour early at 8PM. All library materials were quarantined for 3 days upon return. Interlibrary loan resumed on July 7<sup>th</sup>, one delivery per week.
- July 20<sup>th</sup> – December 31<sup>st</sup> – The library opened up again for browsing and curbside options. Interlibrary loan increased to two times per week. Meeting room use resumed to 50% capacity.
- Every effort was made to protect staff members and the public, putting protocols in place and getting used to the "new normal".

- Linda received funding from the Community Foundation Library Grant to be used for “Imagine your Story 2020”.
- Beginning in April, Linda started the virtual story time each week and posted to the Library’s Facebook page.
- Kids “Take and Make” crafts were assembled and given out weekly.
- “Imagine your Story 2020” Summer Reading program was held virtually and ran from July 6<sup>th</sup> – August 7<sup>th</sup>.
- \*Motion by Paul, 2<sup>nd</sup> by Ted, all in favor.

**President’s 2020 Report:** Wendy Bannister

\*Thank you to the Director, Assistant, aides, and volunteers.

2020 was a challenging year.

Cheryl will be retiring in March 2021

Job notices have been posted for the Director’s position.

Approval for new Board members: Don Burdick and Chris James (secretary cast one ballot)

\*Motion by Alison, 2<sup>nd</sup> by Paul, all in favor.

**Board member officers** (secretary cast one ballot)

2021 Officers: President – Wendy Bannister

Vice-President- Bob Kelley

Treasurer – Megan Quill

Secretary – Sarah Pickering

\*Motion by Paul, 2<sup>nd</sup> by Don, all in favor.

Thank you to our departing board members Chris S. and Alison for your years of service (Chris-6, Alison-3).

Motion to adjourn at 6:18pm. Motion to accept by Bob, 2<sup>nd</sup> by Chris, all in favor.

Respectfully submitted by Sarah