

Weedsport Free Library
Regular Board Meeting Minutes
Date: 5/13/2021

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Megan Quill, Paul Reichhart, Kimberly Springer and Diana Wendell

Present via Zoom: Sarah Pickering and Linda Quinn

Absent: Ted Ball

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

-Secretaries Report: Sarah Pickering

*The month the credit cards were approved was discussed – it was determined the Board approved the authorization limits for the Director, Assistant Director and the Bookkeeper at the December 2020 meeting.

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

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – Funds from Cayuga County are expected, however, it is unknown when the Library will receive the funds. The \$3,000 donation was received from Timothy Enos and was placed in unrestricted funds. In reviewing the expenses, professional services increased in the current month due to preparation of the year-end financial statements. Building repair expense represents the sidewalk repair project.

*The school budget public meeting was held on Tuesday May 4th. Wendy, Megan, Heather, and Diana attended the meeting.

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

Director's report: Diana Wendell

- Patron visits were down in April, which may be related to warmer weather. Circulation continues to increase compared to recent months. Digital downloads and Library cards distributed stayed about the same.
- Groups are starting to use the meeting room again (Girl Scouts, Beekeepers, Book Club, Tutoring, Charity knitting)
- Deliveries from FingerLakes Library System continued twice per week.
- All COVID-19 protocols continued to be followed. Quarantining of materials was reduced to 3 days from 7 days per Board email approval.
- Diana spent the month of April training with Cheryl.
- Received funds from the village on 4/29/21.
- Diana sent bullet aid letter requests to Senator Mannion and Assemblyman Manktelow.
- Diana attended multiple trainings via zoom and other webinars.
- A webpage for access to NOVELny databases is now linked on the library page.
- Diana is working on meeting the new NYS minimum standards; budget and bylaws have been uploaded to the website. Several policies needed were discussed. Diana was able to find sample

policies from other local libraries websites that we may be able to use. She shared photocopies with the Policy committee.

- Donna Glowacki is facilitating the 2021 Field of Honor Flags. Information about the flags will be included in the Citizen next week. The flags will cost \$5 each.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the Library's Facebook page and website. Linda plans to take a break in June. Discussed having Children's programming starting in July at Trolley Park.
- Continue to provide Take & Make kits, however not as frequent.
- The Library received a fully sponsored performance from the REV which will be part of the summer programming.

Motion to approve the Director's report by Megan, 2nd by Paul, 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.
- Diana discussed the minimum standard changes and highlighted several policies that the Library will need to adopt, including Bed Bug Policy, Confidentiality Policy, Conflict of Interest Policy, Whistleblower Policy, to name a few. Diana noted we also need to develop a volunteer application form. A separate meeting will be set-up with the Policy, Procedures and Personnel committee to review and discuss the new policies in more detail.

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

- The sidewalk was successfully repaired. Don noted Victor, who performed the mason work, did a great job.
- We have had only one individual who is considering offering their time to weed the garden. Diana is going to reach out to the Village to see if the Beatification committee could add our garden to their list of projects.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Cheryl Austin

- Credit Card options were discussed. Heather is looking into offers currently available. Cheryl's card will be transferred to Diana.

***Fundraising:** Bob Kelley

- None.

***Other Business:**

- Wendy is going to ask SRC to see if they would be willing to donate a screen / projector for the Library to use for outdoor "movie nights" during the summer. Linda looked into the projector costs – It would cost roughly \$400 for the projector and screen.

Next meeting is June 10, 2021 at 6:30 PM.

At 7:08 P.M., Chris moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah