

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 2/11/2021

**Present via Zoom:** Ted Ball, Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin and Linda Quinn

**Absent:** Kimberly Springer

-Meeting called to order by Wendy at 6:33 P.M.

**-Secretaries Report:** Wendy Bannister

\*Motion to approve of the Annual Board meeting minutes by Bob, 2<sup>nd</sup> by Megan, all in favor.

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

**Public Expression:** None

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

\*Budget Income Statement report – variances from budget to actual were discussed. Variances will begin to decrease throughout the year.

\*Motion by Sarah, 2<sup>nd</sup> by Ted, all in favor.

**Director's report:** Cheryl Austin

- Patron visits are fairly low comparative to prior years however the decline is likely related to the cold weather and COVID-19.
- Digital circulations are up compared to prior years.
- Jeanette and Loren Peterson would like to fund (from Peterson fund in restricted savings) two of the computer purchases we need to make this year. FLLS will have information out about the 2021 bulk buy around May.
- Food for Fines in February doing well
- Growing trend to eliminate the library past due fines. Fines may have harmful effect on lower income families in our community. After a motion was made by Bob, 2<sup>nd</sup> by Paul, Weedsport Free Library will not charge fines effective March 1, 2021.
- Ted moved to accept the Director's report, 2<sup>nd</sup> by Chris, all in favor.

**Committees:**

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

- We received a resume for the Director position.
- Job posted on Indeed and Library council site.
- Wendy will set-up a Zoom meeting with the committee to discuss the resumes received and to develop a list of interview questions. The resume deadline is set at 2/19/21 however may be extended depending on the resumes received.
- Policies and procedures will need to be updated by the end of 2021 to reflect the minimum standards.

**\*Buildings and Grounds:** Ted Ball, Paul Reichhart

- Don has a mason in mind to repair the sidewalk. The committee agreed to get an estimate to repair the sidewalk.
- Concerns over ice build-up were discussed. May need to heat upstairs. Cheryl noted ceiling damage a couple of years ago due to ice build-up.

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

- School budget meetings have started. Cheryl will let the school know the amount to put on the ballot.

**\*Fundraising:** Bob Kelley

- Cheryl will ask other Directors within the FLLS of fundraising events that have been successful.
- Discussed the ability for patrons to donate online (Cheryl discussed we may have to reimburse FLLS to card fee associated with the donation).

Next meeting is March 11, 2021 at 6:30 PM. All agreed to continue using Zoom.

At 7:15 P.M., Bob moved to Adjourn, 2<sup>nd</sup> by Don. All in favor.

Respectfully submitted by Sarah