

Weedsport Free Library
Regular Board Meeting Minutes
Date: 3/11/2021

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

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

-Secretaries Report: Sarah Pickering

*Motion to approve of the February 2021 Board meeting minutes by Megan, 2nd by Don, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – large donation from the Town of Brutus noted. Smaller donations and copier fees were higher than expected. Several expense line items including Computer Lic and Insurance Property/Liability show larger variances. Variances will begin to decrease throughout the year as expenses are paid.

*Motion by Chris, 2nd by Ted, all in favor.

Director's report: Cheryl Austin

- Patron visits increased this month compared to January. We are hopeful visits will continue to increase as patrons are vaccinated.
- Digital circulations are up compared to January.
- Cheryl will be putting together an FAQ document related to the Library going "Fine Free". Information on going fine free will be released the first week in April.
- Cheryl completed and submitted the annual report to the state on 2/28/2021, noting the Board had unanimously approved the report at the last meeting.
- Food for Fines in February was a success.
- Cheryl will send out an e-mail to the Board that contains a link to the NYLA page to contact our elected officials.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the library's Facebook page and website.
- Weekly Kids Take & Make kits continue to be given out.
- Potentially use Trolley Park for Children's programming as the weather improves.
- The Friends of the Library are organizing a retirement party for Cheryl.

Sarah moved to accept the Director's report, 2nd by Don, all in favor.

Committees:

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

- Don knows someone who will repair the sidewalk. Waiting for warmer weather.
- Concerns over roof damage were discussed. The Library was built in 1996.
- Don noted the snow from the front sidewalk isn't always removed on weekends. The school takes care of the sidewalk on school days. Cheryl mentioned she would reach out to the person who takes care of shoveling the sidewalk.

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

- None.

***Fundraising:** Bob Kelley

- None.

At 6:55 P.M., the members present went into executive session to discuss a personnel item with Cheryl and Linda.

The board approved the offer letter for the director candidate.

Motion to approve the offer letter by Sarah, 2nd by Chris, all in favor.

At 7:04 P.M., executive session ended, and monthly meeting resumed.

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

- Wendy noted we would be adding the Bookkeeper role to the Personnel Manual.

Next meeting is April 8, 2021 at 6:30 PM. All agreed to a hybrid meeting offering in-person and Zoom to attend. Wendy asked the Board to notify Cheryl if you plan to attend in person.

At 7:07 P.M., Don moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah