

Weedsport Free Library
Regular Board Meeting Minutes
Date: 4/8/2021

Present: Ted Ball, Wendy Bannister, Don Burdick, Bob Kelley, Sarah Pickering, Megan Quill, Cheryl Austin, Linda Quinn and Diana Wendell

Present via Zoom: Chris James and Kimberly Springer

Absent: Paul Reichhart

-Meeting called to order by Wendy at 6:31 P.M.

-Secretaries Report: Sarah Pickering

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

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – Copier fees and donations from *Amazon Smiles* continue to generate revenue. Several expense line items including Computer Lic. and Insurance Property/Liability show larger variances. The Computer Lic. line item represents the semi-annual expense. The utilities expense is expected to decrease as the weather gets warmer. Variances will decrease throughout the year as expenses are paid. The SBA PPP loan has been forgiven.

*The school budget public meeting will be held on Tuesday May 4th. Wendy will confirm the time. Megan, Heather or Diana will plan to attend to represent the interests of the Library.

*Motion by Sarah, 2nd by Don, all in favor.

Director's report: Cheryl Austin

- Cheryl discussed she had received a call from the Office Administrator at Evergreen Heights in Weedsport. Mr. Enos is interested in donating \$3,000 to the library.
- Patron visits continue to increase. Circulation and Digital downloads continue to increase as well compared to recent months.
- Cheryl has been working with Diana this past week to ensure a smooth transition.
- We are expecting guidance soon from Sarah at FLLS related to COVID-19 safety guidelines. Cheryl is expecting the quarantine time to be reduced for books returned.
- The Board reviewed the FAQ document related to the Library going "Fine Free". This will be posted to the Library's Facebook page and website.
- Donna Glowacki has offered to facilitate the 2021 Field of Honor Flags. She is also willing to cover the cost of any flag purchase needed.
- Cheryl noted she is first on the call list for the alarm system. Wendy offered to be the first on the list, with Diana being second and Paul being third on the call list.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the Library's Facebook page and website. Linda has had issues posting the videos to Facebook and recommended the Library create its own YouTube channel. The videos will be easier to post on Facebook using the YouTube link.
- Weekly Kids Take & Make kits continue to be given out.
- The use of Trolley Park Pavilion for Children's programming was discussed. Linda will reach out to Chris Spoor for more information. The Board asked about offering story time at the Library. The purchase of small mats would encourage social distancing. As story time is winding down, bringing children back inside the building for programming events will be discussed in the fall, noting CDC guidelines may change by then.

Motion to approve the Director's report by Megan, 2nd by Chris, all in favor.

Bob moved to accept the Library starting its own YouTube Channel, 2nd by Sarah, all in favor.

Motion to approve the Fine Free FAQ document by Chris, 2nd by Don, all in favor.

Committees:

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

- Heather is working on drafting the Bookkeeper Job Description.
- Cheryl suggested that with new director starting the timing is right to apply for the new credit cards (previously approved by the Board) that offer more rewards/cash back. Heather Christopher, Linda and Diana will need cards.
- Cheryl and Diana have discussed the minimum standard changes and will identify the information that needs to be updated.

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

- Don noted the demolition of the sidewalk will be on Saturday and concrete will be poured the following week. The supplies needed were discussed. Don's neighbor, who is a mason, will be doing the week with the help of Don, Ted and Paul.
- Weekly volunteers are needed to weed the garden. Cheryl will post the request for volunteers on the Library's Facebook page.
- Cheryl presented to Energy audit report. Several recommendations were discussed including the replacement of the boiler and insulation in the attic floor. Wendy noted the NYS FY 2021-22 Budget report includes funds for capital improvements. Cheryl will follow-up to see if the funding could be provided for a new boiler.

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

- None.

***Fundraising:** Bob Kelley

- Arby's will likely be open to the public the first week of May. Bob mentioned potential car wash fundraiser.
- Cheryl noted other libraries in our area are not doing any fundraising events (due to the current environment).

***Other Business:**

- Megan suggested the Library offer outdoor "movie nights" during the summer. The library grounds were discussed as a location with the screen being the back of the building. The hill and parking lot offer potential space for seating. Linda will look into projector costs.

Next meeting is May 13, 2021 at 6:30 PM. All agreed to a hybrid meeting offering in-person and Zoom to attend.

At 7:28 P.M., Cheryl moved to Adjourn, 2nd by Sarah. All in favor.

Respectfully submitted by Sarah