

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 1/28/2021

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

**Absent:** None

-Meeting called to order by Wendy at 6:19pm.

**-Secretaries Report:** Wendy Bannister

\*Motion to approve of the Secretary's report by Ted, 2<sup>nd</sup> by Don, all in favor.

**-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 Chris, 2<sup>nd</sup> by Don, all in favor.

**Director's report:** Cheryl Austin

- Numbers are the same as the Annual meeting.
- Continuing to quarantine returned items for 7 days.
- Directors in the FingerLakes Library System meet once per month. Working with NYS to get frontline library staff considered in the vaccination roll-out.
- Annual report to the state due 3/1/2021.
- Megan 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

- The committee approved of the Director's job posting via e-mail and has since been posted to the Library's website and Facebook page.
- The committee has developed a plan to proceed and has set a deadline to accept resumes by 2/19/21.
- 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

- Sidewalk needs to be repaired at the rear of library. Don may know someone who could help.

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

- None.

**\*Fundraising:** Bob Kelley

- Arby's fundraiser has been put on hold due to the ongoing pandemic.
- Cheryl will ask other Directors within the FLLS of fundraising events that have been successful.

Next meeting is February 11, 2021 at 6:30 PM.

At 7:00 PM, Megan moved to Adjourn, 2<sup>nd</sup> by Ted. All in favor.

Respectfully submitted by Sarah