**Wolcott Public Library**

**Board of Trustees Meeting**

**September 18, 2019**

**Board Members Present:** Bob Reed, Terry Van Fleet, Steve Monroe, Bobby-Jo Mendenhall, Deb Hodgson, Ginny Keenan, Director- Dottie Patt

**Excused:** Bookkeeper-Kristl Spalding

**Call to order** – The meeting was called to order at 6:35pm.

**Staff, Volunteers & Board Non-Discrimination/Harassment training** – The meeting started with the training so staff and volunteers who wanted to leave after the training could do so. In addition to the training, copies of policy were distribution and those present signed that they received the policy.

**Approval of Prior Meeting Minutes** – The minutes from the August meeting were reviewed and approved.

**Treasurer’s Report** – The financial reports for the month of August showed normal expenses. Overall summary – cash at $45,519, operating funds at $37,828, and allocated funds at $28,388.

**Circulation report** - The circulation report for August was 2322 for physical circulation. Electronic circulation was 187 and 3 for magazines. Computer users was 437.

**Library Manager Report** –

**Snow Removal proposal –** A quote has been received from Chris Henner for the library’s front parking lot snow removal for this coming winter. No increase in the cost of $45 per trip with no salting. Motion made by Bob and seconded by Steve to approve this proposal. Motion carried.

**2018-2019 Budget Planning Kit** – Dottie verified that everyone received the email with the report.

**Tech Project –** A memo from the Pioneer Library System (PLS) was distributed listing some of their anticipated tech projects being planned for the member libraries in 2020 i.e. upgrading firewalls, better bandwidth speeds, upgrading wireless access points, installing new switches to increase network performance and security.

**Monetary Library Fines –** A copy of the Resolution on Monetary Library Fines as a Form of Social Inequity by the American Library Association, the New York Library Association and the Pioneer Library System encouraging libraries to eliminate fines was distributed and discussed. The Board decided not to make any changes to the library’s fines at this time.

**Website Training –** The library’swebsite training will be **S**ept 30th at 11:00, so we can be trained by PLS to use the free website offer through them.

**Updated Library Standards –** A memo from the PLS listing the updates to the minimum standards for libraries was distributed. The Board has already been working on these with the newly written Five-Year Strategic Plan and will continue to work on them to be in full compliance by the due date of January 2021.

**Committee reports** – The weekly Eat Right NY presentations on Wednesdays at 4:30pm by the Cornell Cooperative have been attended by 10 children and have been well received. The parents have expressed how great they think the program is and thanked the library for hosting them. These presentations will continue for three more weeks until October 9th.

**Old Business**

**Library Financial Audit** – Quote for the Raymond F. Wager, CPA firm to do a library financial audit/review was discussed. The Dennis Hayes, CPA office in Geneva, said their person is retiring and will not be able to do a library financial audit/review. The Board approved contacting Mr. Wager to do the library financial audit/review for 2018.

**Lighting Upgrade** - The grant for the lighting upgrade was submitted right after the last Board meeting. The contract has been signed and the work is planned to be done around October 15th.

**New Business**

**Furnace Cleaning –** Bob recommended the library look into having the furnace cleaned. Dottie will follow-up with having this done.

**PLS Adult Literacy program grant** – A draft of the Adult Literacy/Workforce Development Grant for the Wolcott Public Library was distributed and discussed. The grant is written to be done in partnership with the Literacy Volunteers of Wayne County. A motion was made by Bobby-Jo and seconded by Terry to approve the grant being submitted to the Pioneer Library System. Motion carried.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, October 16, 2019,** at 6:30 p.m.

Meeting was adjourned at 7:33 pm.

Respectfully submitted,

Ginny Keenan