**Wolcott Public Library**

**Board of Trustees Meeting**

**November 20, 2019**

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

**Call to order** – The meeting was called to order at 7:02 pm.

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

**Treasurer’s Report** – Kristl presented the October financial reports including the detail of the expenditures for the board to review and approve. The school tax money was not received until November so it will appear in next month’s report. Kristl got the bill for the new LED efficiency lighting. A motion was made by Bobby-Jo and seconded by Terry to approve the financial reports and paying the bill for the LED lighting upgrade. Motion carried. Kristl reported she still needs to file the Tax Cap.

**Circulation report** - The circulation report for October was 2164 for physical circulation, electronic circulation was 204 and 1 for magazines. Drop in computer users to 255 in October compared to 473 last year at this time was discussed.

**Library Manager Report** –

**Veterans Day –** Dottiereportedthere wasvery low library attendance on that day and asked whether the libraryshould be open on that day in the future. This was discussed and the Board decided the library should stay open.

**Grip Bar for Downstairs Bathroom –**The Bone Builders group requested a grip bar be installed in the downstairs bathroom. Board approved having it installed. Dottie to get this installed.

**Automatic Renewals** – Dottie reported that automatic renewals can now be done in the OWWL system.

**Fire Alarm Inspection** – The library fire alarm system was inspected on November 18th.

**Macmillan Embargo** – The library received a notice that as of November 2019, Macmillan Publishers Ltd., whom many libraries purchase their E-books from, is drastically restricting the sales of its e-books to libraries. For the first 8 weeks after an e-book goes on the market, a library system can buy only one copy. The American Library Association spearheaded a campaign, #eBooksForAll, to protest this new policy asking it to be reversed but Macmillan will not agree to suspend the new policy.

**Committee reports** – **Programs**

There were 13 attendees to the Global Warming presentation on October 23, 2019.

**Old Business**

**Library’s website -** Terry reported she has added some new items to the website and typos have been corrected. She hopes to have time next week to work on it and finish it up so it can go live. Dottie asked we put a notice on the website regarding the library is closed when the schools are closed due to weather and the holidays when it is closed. Also, she recommended adding the Libby App and notice about Amazonsmile where people can choose a donation based on their purchases go to libraries and the money will go to the State libraries.

**Lighting Upgrade** – The lighting upgrade to efficient LED lights was completed on October 29th.

**Strategic Plan Progress Report** – The library’s five-year strategic plan progress report was reviewed. Progress was made in October on the following goals: Adult Literacy/Education/Activities, Youth Literacy/Education/Activities, Marketing/Communication, Facilities Maintenance and Technology/Computer access.

**2020 Library Budget and 2020 Proposition** – The attached draft of the Library’s budget for 2020 was reviewed and additional changes made including adding a new loanable technology line for the purchase of Kindles, ipads, hot spots, etc. to be loaned out to library patrons. The 2020 proposition was also discussed. A motion was made by Terry and seconded by Steve to approve the finalized 2020 library budget and request $8,000 in the 2020 proposition. Motion carried.

**Library Emergency/Capital Projects Fund** – Discussion of developing a policy for a library fund to be established for moving extra money at the end of the year if there is any into this fund for such things as new carpeting, painting, emergencies such as a water break, etc. Kristl also recommended the fund should be approximately $25,000 and money from the Allocated Fund could be moved into this fund. Board decided to call it the library Contingency Fund. Motion made by Bobby and seconded by Terry to create the library Contingency Fund. Motion carried.

**Adult Literacy Program Grant** – The library received notification that the grant proposal submitted to the Pioneer Library System in September has been approved and the Wolcott Public Library has been awarded $5500 for an Adult Literacy Program for programs and materials now through June 2020.

**New Business**

**Second Signer for Checks** – Currently there is only one person, Board President Bob Reed, who can sign library documents at the bank. Bobby made a motion and it was seconded by Terry that as Vice President, Steve Monroe, should be the second signer at the bank. Motion carried.

**Review/Update DVD and Video Game Borrowing Policy** – tabled until the next meeting.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, December 18, 2019,** at 6:30 p.m.

Meeting was adjourned at 8:28 pm.

Respectfully submitted,

Ginny Keenan