**Wolcott Public Library**

**Board of Trustees Meeting**

**August 19, 2020**

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

Excused: Terry Van Fleet

Absent: Bob Reed

**Call to order** – The meeting was called to order at 6:31 pm by Vice President, Steve Monroe.

**Approval of Prior Meeting Minutes** – The July meeting minutes were reviewed and approved.

**Treasurer’s Report** – The July financial report including the detail of the expenditures was reviewed and approved. We have less income in July than expected but we also have less expense so doing okay. Plexiglass guards were $1600 in the fixed assets. Cash position analysis - still have enough money to get us through until we get the school tax money. Grant money for Adult Literacy is being used for online training. Bobby-Jo made a motion seconded by Steve to approve the financial report. Motion carried.

**Circulation report** - The circulation report for July was reviewed and approved. There are some people coming in and checking books out but it is low due to PLS still not allowing holds to request books from other libraries. Suggestion by Dottie to run another ad in the Shopper to remind the public the library is now open.

**Library Manager Report**:

**Air conditioner units –** The yearly maintenance has been done.

**Library opening –** Some people are coming in, but not being able to place holds for library materials is a real drawback. PLS still has this feature in the system inactive. Will continue with hours as posted. Library activity is going at a good pace but slow. People come in with a mask on, come to the desk first and use the sanitizer, and library staff sign them in for using the computers. The library has relaxed how long patrons can be on the computers as they are not busy. The library might get reimbursed through a FEMA grant for COVID expenses. PLS is handling the application for reimbursement for this.

**NYLA conference** – The NYLA conference this year is going to be online. Dottie would like to attend. Conference cost to attend is $149. Bobby-Jo made motion and seconded by Steve to approve Dottie attending the conference. Motion carried.

**Future Board meetings** - Open meeting online is still in effect so we will continue to meet online.

**GED classes –**Finger Lakes Community College will start having GED classes at the Wolcott Public Library as of September 15th on Mondays and Wednesdays. Seven students have signed up. The Board was in favor of this.

**Old Business**

Second signer for checks – Tabled until the next meeting.

2020 Census – Still have the handouts out to remind people to complete the census.

**New Business**

Whistleblower policy – The new Whistleblower policy was reviewed and discussed. Bobby-Jo made a motion to approve the new policy. Deb seconded. Motion carried.

Other – Policies have to be reviewed every five years by January 1st to meet new state requirements. Will start sending outdated policies to the Board members to review for the next meeting.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, September 16, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:00 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary