**Wolcott Public Library**

**Board of Trustees Meeting**

**September 16, 2020**

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

**Call to order** – The meeting was called to order at 6:39 pm by President, Bob Reed.

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

**Treasurer’s Report** – The July financial report shows the library is in good shape with budget and money to get us through November. Expenditures to be approved at next meeting. Tax return has been on extension and they are now being worked on by the tax accountant. We have until Nov 15th to get it in.

**Circulation report** - The circulation report for August was reviewed and approved. Starting to do more business. Delivery once a week now from PLS for books on hold from other libraries.

**Library Manager Report**:

**OWWL2GO Commitment** – The 2021 ideal contribution for the Wolcott Public Library is $1,624. With COVID-19, the online service has really been used. Steve made a motion, seconded by Bobby-Jo that the library make the ideal contribution to PLS. Motion carried. We can include this in the 2021 budget.

**31st PLS annual meeting** – The PLS annual meeting will be online this year. Board members are encouraged to register and attend.

**Yoga sessions** – The instructor would like to start classes again with a small group, 6-8 people, that would be socially distant and would wear masks before and after exercising. The instructor would sanitize the downstairs room after each class. The GED classes are being held in the smaller room downstairs and the Yoga class will use the large room on different days/times so they will not being using the same room. Motion made by Bobby-Jo and seconded by Deb to allow the Yoga class to meet. Motion carried.

Bone Builders group has asked to start using the downstairs community room for their class. They are sponsored by Wayne Cap and have been told when they approve it, the library will approve it.

Another small group would like to meet and exercise in the downstairs room with appropriate social distancing. Dottie will ask PLS.

**Laptop for Kristl** - This is at PLS and Dottie hopes it will be here soon.

**Otis List** - Otis is the code enforcement officer in Wolcott and recently reviewed the library. Dottie got a list from him including the following items to be addressed: exit lights are now working, furnace room drywall needs to be replaced with fireproof drywall, storage bins need to be stacked safer and that has been done, and the fire extinguisher has been inspected now and is up to date.

**General one-on-one tutoring – A t**utor would like to meet one-on-one with a student at the library in the upstairs small conference room. The Board gave its approval.

**Donating old copies of Lakeshore News -** Dottie asked about donating the copies of the Lakeshore News to the Wolcott Historical Society since the Lakeshore News are all online now through PLS and on disk. The Board gave its approval.

**Old Business**

Second signer for checks – Second signer has been done at the bank.

**Website** – Terry reported the library’s website has been changed and now has a space for upcoming events. Everyone was asked to let Terry know of any events so she can update the website.

**New Business**

**Policies –** The followingpolicies werereviewed.

Receipt and Deposit of Funds Policy

Internet use Policy

Director and Bookkeeper Code of Ethics

Board of Trustees Member Code of Ethics

Bob made a motion, seconded by Deb to approve the policies. Motion carried. Code of ethics policy to be signed by the Board members, Director and Bookkeeper and sent to Dottie.

**Driveway snow plowing –** The Board asked if snow plowing the library parking lot for this winter has been arranged. Dottie said she will work on it.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, October 21, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:12 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary