**Wolcott Public Library**

**Board of Trustees Meeting**

**October 21, 2020**

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

Excused: Bob Reed

**Call to order** – The meeting was called to order at 6:30 pm by Vice President, Steve Monroe

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

**Treasurer’s Report** – Kristl presented the financial report. The library has received some memorial donations and there were no expenses out of the ordinary. We expected a grant from the state as we usually have in the past but we haven’t received it so we are down $5,000. We should still be fine through November but would be hurting by December if we don’t receive the school tax money. Utilities jumped to $600 in August. Not sure what caused that but might want to look at some type of protection on the outlet on the porch as that is the only area where the increase in utilities might have occurred. The Tax return is done and the e-file report for Bob to sign should be coming in the next couple of days to have that all done.

**Circulation report** - The circulation report for September 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**:

**Snow plowing 2020-2021 contract -** Motion by Steve, seconded by Bobby-Jo to approve snowplowing 2020-2021-contract.

**Emergency Closing Situation** – Paying Staff (Long Term-Short Term – Short Term) - PLS is working on something for all the libraries to adapt.

**People Counter** – The libraries people counter that counts people who enter the library to track activity of patrons visiting has stopped working, so would like to buy something to replace it. The Board approved this.

**Board of Trustees Code of Ethics Form** – Reminder for everyone to sign the form and turn it in to Dottie.

**Board Approval for Second Check Signer** – Steve went to Bank and they only put him on one account. Bobby-Jo made motion and it was seconded by Deb to approve Steve being on both the Saving and the Checking account.

**Wolcott Board of Trustees Directory** – distributed.

Volunteer List Directory – distributed.

**Hiring New Clerk** – Dottie is working on hiring a new part-time clerk to fill the vacancy.

**LED Lighting Grant** – All the paperwork of the state grant to pay for the full cost of the new LED lighting at the library, $3306, has been completed and mailed in.

**Old Lakeshore News** – The books of these have been taken over to the Wolcott Historical Society. Will keep the current copies for a period of time. Paper copies of Wayne County Star and Wolcott Times could be given to Red Creek Wayuga office as they have an archive area.

**Shelving in small conference room** – The Board stated the old shelving that used to hold the Lakeshore News, can be dismantled and should be kept by the library for now.

**Old Business –** None

**New Business**

**Policies –** The followingpolicies werereviewed.

Programming policy – Motion made by Steve and seconded by Terry to approve the new policy. Motion carried.

DVD and Video Game Borrowing – Motion made by Steve and seconded by Terry to approve the revised policy. Motion carried.

Collection Development policy – Bobby-Jo made a motion and it was seconded by Steve to approve the new policy which will replace the old Materials Selection policy. Motion carried.

Open Meeting policy – Deb made a motion, seconded by Terry to approve the revised policy. Motion carried.

Unattended Children – Dottie will look it over for updates and policy will be presented at the next meeting.

Public Access Internet policy, Use of Public access Computer policy and Internet Use Policy – Terry will look them over and make recommends for possibly combining these policies into one.

Objectives of the Wolcott Public Library – The Board agreed to remove this from the policy manual as it is covered in the library’s Strategic Plan.

Resource Material – The Board agreed to move the following documents to the back of the manual under a Resource Materials tab as they really aren’t policies.

- Manager/Director Job Description

 - Trustee Job Description and Expectations

 - Free Access to Libraries for Minors

 - Statement of Policy by Board of Trustees

**Other** – The Board agreed to a temporary change to the library sign out front to reflect the actual hours of the library during COVID-19. Dottie to take care of this.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, November 18, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:16 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary