

**Wolcott Public Library
Board of Trustees Meeting**

January 20, 2021

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

Excused: Terry Van Fleet

Call to order – The meeting was called to order at 6:31 pm by President, Bob Reed.

Approval of Prior Meeting Minutes – The December meeting minutes were reviewed. Steve moved to approve the minutes and Bobby-Jo seconded. Motion carried.

Treasurer's Report –The financial report for December was reviewed and approved. Income and expenses are different than expected but overall still met budget. Cash analysis shows we got our school income tax money last month and if we follow our budget, we should be good. Still have \$2500 in allocated funds from Nazzolio grant money. Will start working on the library annual report soon and then get information together for the taxes.

Circulation report - The circulation report for December was reviewed and approved. Numbers were down.

Library Manager Report:

Library hours – Discussion on low attendance at the library and should the same hours be continued. Most patrons come in, pick up what they have on hold and leave. One family comes in and uses the computers and one other person to use the computer for the time the library is open. Some patrons are surprised to see the library is open. Board suggestions to try and improve the library usage by doing the following:

- Dottie to ask PLS if there is some way the library can get the emails of patrons to send out emails asking what hours would be good for them and if there is anything else the library could do to serve them.
- Put an ad in the Shopper to try and get more people to come in by reminding them the library is open and provides faxing and copying services as well as books and DVD's.
- Put an ad in Shopper promoting the library's program - Our Community Reads.
- Suggested the library call patrons and remind them the library is open and ask them what would be of service to them.
- The program at the library providing assistance to people in filing their taxes will soon bring more people in to the library and promote the library to them.

Cleaning Salary – Dottie requested the Board look at increasing the amount paid to the person cleaning the library because there is more to do now with wiping down surfaces etc. due to COVID. She got two quotes of what others charge for cleaning. Steve made a motion and Deb seconded it to pay the cleaner \$325 a month. Motion carried.

Old Business

NYS Sexual Harassment Prevention Training -Mandatory yearly requirement. Terry and Deb have completed the training. Others to still do it by watching the video at this website and discussing any questions at the next meeting.

<https://www.youtube.com/watch?v=sL7LwBsV9bM>

American Dream Literacy Initiative Grant by American Library Association and Dollar General – The application has been submitted for the \$5,000 grant. Award notification will be 2/17/2021.

New Business

Sick Leave policy – A new policy required by NY state was drafted based on the template from the Pioneer Library System(PLS). The policy was reviewed and a motion was made by Bob and Steve seconded it to approve the new Sick Leave policy. Motion carried.

COVID-19 Reimbursement – An application has been submitted to PLS for reimbursement of COVID-19 for expenses September-December 2020 and estimated costs January-June 2021, for a total of \$2,768.85. The funding comes from money received through the CARES Act funding program. Previously, COVID-19 expenses of \$2,579.24 from April 2020-August 2020 to re-open the library was submitted for reimbursement in August 2020 from FEMA through PLS which included the plexiglass that was installed.

Other –

Date of next meeting – The next **Board of Trustees meeting will be held on Wednesday, February 17, 2021** at 6:30 p.m.

Meeting was adjourned at 7:07 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary