

**Wolcott Public Library
Board of Trustees Meeting**

April 21, 2021

Board Members Present: Steve Monroe, Terry Van Fleet, Bobby-Jo Mendenhall, Ginny Keenan, Director- Dottie Patt

Excused: Bob Reed, Bookkeeper-Kristl Spalding

Absent: Deb Hodgson

Call to order – The meeting was called to order at 6:37 pm by Vice President, Steve Monroe.

Approval of Prior Meeting Minutes – The March meeting minutes were reviewed. Motion by Bobby-Jo and seconded by Terry to approve the minutes. Motion carried.

Treasurer's Report –The financial report for March was reviewed and approved with a motion by Bobby-Jo and seconded by Steve. There was a question regarding income of \$361 under Other. Board would like clarification of this item at the next meeting.

Circulation report - The circulation report for March was reviewed and approved. E-books consistent every month. Would like more in person attendance at the library.

Library Manager Report:

Friends and Foundation of the Rochester Public Library Grant– The library has been notified they will be provided a grant from this organization of \$2,421.02 to buy printed, electronic and audio books to serve the general public. It is expected the money will be received in early 2022.

Community downstairs door – The door frame needed repair because it had been disintegrating so Dottie made the decision to get a whole new door and frame installed.

Bone Builders and Yoga classes – These classes will start up again in May.

NY Cares Act Grant – Based on a decision at a prior meeting, Dottie has ordered four Chromebooks through PLS. The grant money for these has to be spent by June 30th.

Computer replacement – Dottie made an Inquiry to PLS of the list of library computers that need to be replaced. They suggested we replace one used by the public from 2014. Bobby-Jo made a motion to approve the purchase of this replacement computer and it was seconded by Ginny. Motion carried.

Hiring a Clerk – Dottie is working on hiring the part-time clerk position that has been vacant since last year.

Income Tax Program – The income tax program at the library has been very busy this year. They have had people coming from Rochester, Oswego, and more as other places that normally do taxes for people aren't doing it this year. People donated \$100+ for the library providing the space for this service to the public.

Old Business

NYS Sexual Harassment Prevention Training -Mandatory yearly requirement. Some of the Board members still need to do the training by watching the video at this website and discussing any questions at the next meeting.

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

Conflict of Interest form – Reminder for Board members to sign and send the form in to Dottie.

New Business

PLS Trustee Workshop 2021- Developing Library Policies – The workshop was held on Tuesday, March 16. As part of the workshop, it was recommended the library Board look over the Recommended Policies Checklist from the Trustee Handbook and develop any policies that are relevant for our library we currently don't appear to have. After review of the checklist, the Board decided to start with review of drafts of the following policies for the next couple of meetings: Weeding, Financial, Removal of a Trustee, Records Retention and Inclement Weather.

Other

Website – Terry will work on adding the Master Gardener information on the website and she has been posting the minutes after every meeting as required as of January 2021 by the NY state standards for libraries.

Date of next meeting – The next **Board of Trustees meeting will be held on Wednesday, May 19, 2021** at 6:30 p.m.

Meeting was adjourned at 7:10 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary