

**Wolcott Public Library
Board of Trustees Meeting**

May 19, 2021

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

Excused: Bob Reed, Terry Van Fleet

Call to order – The meeting was called to order at 6:35pm by Vice President, Steve Monroe.

Approval of Prior Meeting Minutes – The April meeting minutes were reviewed. Correction – the question regarding Other income was \$331 not \$361. It was explained it was from the capital grant reimbursement. Motion by Deb and seconded by Bobby-Jo to approve the minutes. Motion carried.

Treasurer's Report –The financial report for April was reviewed and approved. Kristl explained the library had been behind on deposits but are caught up now and that is why income was up. Overall, the library is doing better than budget in part due to the part-time clerical vacancy. Kristl report the QuickBooks version she currently uses is being discontinued. She recommends get the newer version of QuickBooks for \$400. Motion by Deb and seconded by Bobby-Jo to approve the report and the purchase of the newer version of QuickBooks to do the library financial reports.

Circulation report - The circulation report for April was reviewed and approved. E-books consistent again this month.

Library Manager Report:

Friends and Foundation of the Rochester Public Library Grant– The library has to apply for the grant. Dottie will send the information to Ginny to look at doing a possible grant application.

New computer ordered – The new computer to replace the one used by the public from 2014 has been ordered.

NY Cares Act Grant –Dottie has received the four Chromebooks through PLS. Dottie has received a copy of a policy for lending these out from the Geneva library. The grant money to purchase these had to be spent by June 30th.

Clerk Position Ad – Dottie asked about what hours the library should be open on Saturdays. She would like to cut it back from 4 hours from 11:00-3:00pm to 3 hours. The Board members agreed to try having the library open from 11:00-2:00pm on Saturdays.

Annual Report to the Community – A copy was provided to each board member. Dottie will talk to Terry about putting it on our website.

Mask wearing in the library - Request from Dottie on how the library should proceed with the new guidance of masks not being required per NY state. The Board members recommended leaving the sign on the door to require a mask for another month to see what happens with the COVID-19 cases locally and since children come in to the library and schools are still requiring masks.

School Tax Budget vote passed – The School Tax Budget vote passed with the library receiving the requested \$5,000 increase for next year's budget.

Puzzles – Puzzles have been donated to the library and they have been put out for patrons to work on.

Coordinated project and cable networking – PLS is coordinating a project with libraries to replace cabling for libraries that need newer cabling. PLS would do the application for the funds. The Board members approved moving forward with this project with PLS.

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

Emergency Closing Policy – The draft policy was reviewed. Some changes will be made and the policy brought to the board again next month.

Strategic Plan Progress Report – The plan was distributed and updates reviewed.

Possible Space for Literacy Volunteers – The Board is open to providing space for them. Dottie will talk to the Sodus library and Heidi to see what will be possible.

Other

Date of next meeting – The next **Board of Trustees meeting will be held on Wednesday, June 16, 2021** at 6:30 p.m.

Meeting was adjourned at 7: 19 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary