

**Wolcott Public Library  
Board of Trustees Meeting  
June 16, 2021**

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

**Call to order** – The meeting was called to order at 6:30 pm.

**Minutes of the last meeting** – approved as distributed.

**Treasurer’s Report** – Kristl presented the May financial reports. The biggest expense was the new Chromebooks which were paid for by a NY Cares Act grant. Donations are up as well as revenue from faxes, copies, and book sales. Forecast for the budget is good.

**Circulation report** - The circulation reports for May – 553 checkouts for the library which is good. Not as high as prior to the pandemic but all libraries have been experiencing lower numbers.

**Library Manager Report:**

**Shopper Ads** – Dottie has been putting library ads in the Shopper to market and increase communication to the community more per one of the library’s strategic goals.

**Literacy Volunteers Storage Area** – Heidi has been in and discussed space for Literacy Volunteers at the library with Dottie. Space will be made available to them in the small conference room.

**Clerk Position** – The library clerical position has been advertised, people have been coming in and picking up an application. There has been one application returned so far.

**Downstairs door** – Dottie reported the new downstairs door was installed today to replace the old worn door.

**Chromebooks** – Dottie is researching more information as to what is involved with lending the new library Chromebooks. She will update the Board at the next meeting before a policy is approved.

**Old Business**

**Conflict of Interest form** – Board members reminded to turn it in to Dottie.

**NYS Sexual Harassment Prevention Training** – Board members required to watch the video yearly and report to the Board when they have completed it.

**New Business**

**Emergency Closing Policy** – Policy reviewed. Bob made a motion to accept the policy and it was seconded by Terry. Motion carried.

**Hot Spot & Chromebook Policy** – tabled until the next meeting.

**Mask policy** – The Board discussed Governor Cuomo’s announcement today that COVID-19 restrictions are lifted immediately as 70 percent of New Yorkers aged 18 or older have received the first dose of their COVID-19 vaccination series. The Governor’s announcement also made clear that unvaccinated individuals will continue to be responsible for wearing masks, in accordance with federal CDC guidance.

Based on this, the Board recommended Dottie put up a sign that reminds people to still wear a mask at the library if they have not been vaccinated.

**Future meetings** – The Board discussed future meetings and agreed to meet in person for those who choose to do so and provide a Zoom link to the meetings for those who prefer that.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, July 21, 2021** at 6:30 p.m.

Meeting was adjourned at 7:02 pm.

Respectfully submitted,  
Ginny Keenan