

**Wolcott Public Library  
Board of Trustees Meeting  
July 21, 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** – Motion made by Bobby-Jo and seconded by Ginny to approve the minutes as distributed. Motion carried.

**Treasurer's Report** – Kristl presented the June financial reports. The NY Cares Act grant money of \$1735.80 has been received and the library spent \$1806.43 for sanitizing supplies and the purchase of four Chromebooks with the grant money. An expense of \$1400 for the new library door that had rotted underneath was paid for the cost of the door and installation. Expenses on target and are a little less than expected due to an open clerk position. Overall, finances doing better than expected with some of it due to generous donations. Motion to approve the list of expenditures made by Bobby-Jo and seconded by Terri. Motion carried.

**Circulation report** - The circulation reports for June showed a total of 1437 with checkouts at 719 compared to the month before at 553. E-books and E-audio total checkout was 281.

**Library Manager Report:**

**Coordinated construction project** – The Board agreed to participate in a PLS grant to update the library wiring in regards to the tech systems. The quote from the company doing this project is \$8,614.14. The Wolcott library will have to provide 50% match.

**Summer Reading** – Dottie reported the first Summer Reading program was fairly well attended. The second week, however, only had a few attendees. Summer Reading is being held on Monday evenings in July. The Board suggested seeing if emails could be sent out to patrons to improve attendance.

**Garden Weeded** – Dottie stated the garden weeding has been done.

**Clerk Holidays** – The library currently is closed on eight holidays and the clerks aren't paid for the holidays. The Board agreed to continue with this as they are part-time employees.

**Clerk Interviews** – Dottie reported she has conducted interviews for 8 people that applied. The position has been filled. Dottie also has a second position she has hired for as one of the current clerks wants to only work one day a week. She is a real asset so Dottie will have one of the new clerks assume her hours on the other two days. The library still isn't open on Saturdays as she doesn't have 2 clerks to work on Saturdays yet. The two new part-time clerks are Donna Rogers and Jackie Countryman.

**New computer** – Dottie stated the new computer to replace an old one is scheduled to be installed next week.

**Financial records and other library records** – Dottie reported the library has records going back many years. She and Kristl are checking with PLS on the retention requirements of these records. Based on their findings, they will then destroy the outdated records that no longer need to be kept.

**Old Business**

**Conflict of Interest form** – One Board member was reminded to turn it in to Dottie.

**NYS Sexual Harassment Prevention Training** – Board members have all completed the required training.

**Hot Spots for Chromebooks** - Hot spot quotes from four different vendors presented by Kathy Delano. T-mobile had the lowest quote for hot spots for the four Chromebooks of \$114.80 a month. The hot spot will be specific to the Chromebook and checked out together unless the patron doesn't need it. Motion by Bobby-Jo and seconded by Steve to go ahead with the T-mobile plan. Motion carried.

**New Business**

**OWWL library supporting older adults grant program** – Board agreed to apply for the \$2000 grant to add services. Literacy Volunteers has offered to partner with the library on Technology training. Another suggestion was to take the new older adult service to where seniors meet to make it easier for them to attend. Dottie to ask PLS if there is more information regarding the programs for this grant.

**Resealing the library parking lots** – As part of ongoing maintenance of the library, it was noted that it has been three years since the library parking lot was sealed and it is recommended it be done every two years. The Board agrees it needs to be done. Dottie was requested to get some quotes to have it done this year and present them at the next Board meeting.

**Vaccination program** – Deb suggested the library have a program for the community by someone who can speak about getting answers to their questions about getting the COVID vaccine. The Board agreed this was a good idea and Deb will check into getting someone to come to do this.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, August 18, 2021**, at 6:30 p.m.

Meeting was adjourned at 7:34 pm.

Respectfully submitted,  
Ginny Keenan