

**Wolcott Public Library
Board of Trustees Meeting
August 18, 2021**

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

Absent: Terry Van Fleet

Call to order – The meeting was called to order at 6:33 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 July financial reports. Overall, still good. Furnace and air conditioning maintenance and Summer Reading programs were additional expenses this month. Board approved transfer of money to pay for computers. Deb made motion and seconded by Bobby-Jo for approval of expenditures.

Circulation report - The circulation reports for July were reviewed.

Library Manager Report:

Air conditioning/Furnace proposal – Proposal for the air conditioning/furnace was discussed. Financial review shows that the expense can be covered. Dottie will get in touch with them to get it done.

COVID – The library has a sign on the front door reminding those that are not vaccinated that they should wear a mask.

Summer Reading programs – Overall, the summer reading programs were okay but a little disappointing due to low attendance. The people who did come seemed to really enjoyed the programs.

Clerks – Dottie updated the Board that she has hired two new clerks now so there are a total of four part-time clerks for the library. The library will be open again on Saturdays starting in September. Dottie will get the sign outside changed to reflect the new Saturday hours from 11:00-2:00p.m.

Facebook – Dottie has a clerk now who will take over posting on the library Facebook page.

List of library staff – A new list of the contact information was distributed to the Board members.

T-Mobile contract – Dottie has been working on contacting them to set up the Hotspot contract for use with the Chromebooks.

Old Business

Resealing the library parking lots – Three estimates to get the parking lots resealed were distributed to the Board. The Board approved having the front and back parking lot resealed. Dottie to contact the company to have this done soon.

COVID Vaccination program – Deb Hodgson contacted the Wayne County Public Health Dept. She spoke with a public health educator there and they would love to come out and do a presentation at the library. They are also willing to bring out a Spanish speaking person as well to speak to the community

and set up to give out vaccines to anyone that night who would like one. He said Red Creek has the lowest vaccination rate in the area, so Deb has also spoken to the mayor of Red Creek who is willing to help promote this program. Deb will contact them again about trying to get this scheduled on August 31st in the evening at the library.

New Business

Record Retention policy – The draft of the Record Retention policy was reviewed and approved.

Date of next meeting – The next **Board of Trustees meeting will be held on Wednesday, September 15, 2021**, at 6:30 p.m.

Meeting was adjourned at 7:26 pm.

Respectfully submitted,
Ginny Keenan