

**Wolcott Public Library
Board of Trustees Meeting
November 17, 2021**

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

Call to order – The meeting was called to order at 6:42 pm.

Minutes of the last meeting – The October minutes were approved.

Treasurer’s Report – Kristl presented the October financial reports. Month and year to date, nothing unusual and the library is under budget.

Budget for 2022 – Kristl presented the draft budget for 2022. She stated historically the library has always budgeted the amount for income based on what we know for sure the library will receive from the school tax money and not the increase requested. The consensus of the Board was to continue to budget the same income we are getting from the school tax money and not the increase being requested to be more conservative.

Other items in the budget were discussed and explained. One particular item was the library copier is old and no longer has a lease. The library may need to replace it soon as the copies are not very good any more. A decision will need to be made to either buy or lease a copier in the near future. The Board would like Dottie to expense out what a lease versus buying a new copier would cost so the board can make a decision at the next meeting.

The library budget for 2022 was approved.

Circulation report - The circulation reports for October were reviewed and discussed.

Library Director Report:

Rotary Club using library community room – Dottie reported the Rotary Club has started meeting at the library in the downstairs community room.

Library maintenance – Dottie reported replacing the bathroom tiles is not moving forward at this time as the person who was going to do it hasn’t gotten back to her. It isn’t a safety issue.

Advertising in the North Rose Wolcott School Yearbook – The library discussed putting an ad in the North Rose Wolcott School Yearbook. Bobby-Jo made a motion and Deb seconded it to approve doing this.

Old Business

Chromebook and Hot Spot policy – The new policy was reviewed. Bob made a motion to approve the Chromebook & HotSpot policy and it was seconded by Steve. Motion approved.

Dottie reported the additional premium for the insurance on the four Chromebooks and the Hotspots will be approximately \$1000 a year. The replacement cost is \$500 each so the Board decided the library shouldn’t pay the insurance as the library would have to lose two a year to pay for the insurance.

New Business

Code of Conduct Policy – Dottie presented a revision to the current Code of Conduct policy. A motion was made by Terry and seconded by Bobby-Jo to approve the revised policy. Motion carried.

PLS Webinar - Facility Planning for your Library - Monday, December 6, at 5:00 PM

Discussion Points: Developing a Facilities Plan for Your Library, Working with Architects, the Board, and the Library Director and Planning Annual Building Upgrades

Adjournment - Terry made a motion to adjourn and Bob seconded it. Meeting was adjourned at 7:25 pm.

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

Respectfully submitted,
Ginny Keenan, Board Secretary