

**Wolcott Public Library
Board of Trustees Meeting**

November 18, 2020

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

Attendee: Heidi Schwittek Barnes and Amanda Bates from Literacy Volunteers of Wayne County

Call to order – The meeting was called to order at 6:34 pm by President, Bob Reed.

Approval of Prior Meeting Minutes – The October meeting minutes were reviewed and approved.

Treasurer's Report – Kristl presented the financial report. The library has little income in October. We got a credit bill from RGE bill this month. Estimates from utilities appear to have happened and RGE is now adjusting the costs. Year to date we are negative a little less than \$6000 and doing relatively well by cutting costs in several places. Cash position – we got our money from the school district so we have money available for costs. About \$2000 will need to come out for new computers.

Adult Literacy Volunteers of Wayne County partnership with Wolcott Public Library – Heidi thanked the Wolcott Public library for working so closely with Literacy Volunteers of Wayne County this past year. The PLS grant the library received was a tremendous help in educating adults and the Wolcott Public Library supported the education of more students than any other Wayne County library this past year. She also thanked the library for the additional grant that allowed for the purchased of more books for the students to learn from.

Amanda shared with the board that she has developed educational videos that can be used by students to learn through the grant money. Approximately 5-21 people have accessed each of the videos to learn through a play list that is on a link on the Literacy Volunteer's website and on Google. The link can also be added to the library's website for patrons to access these videos from there as well.

One student, through the library and Literacy Volunteers, completed his OSHA Safety certification this year.

Dottie is working with Literacy Volunteers to support a program between them and the NRW school. The program will have children tracking the books they borrow and read through the library. At the end, the children will then receive either a prize or a brand-new book.

The library is also working with Literacy Volunteers on making library video that shows how to use the library. The video will be linked to the school's website.

Circulation report - The circulation report for October was reviewed and approved. A new report showed 540 items were automatically renewed through a new PLS software change the library uses. E-magazines have been discontinued due to a decrease of 20% from the state in the PLS budget this year.

Library Manager Report:

Saturday Hours – Dottie reported libraries are required to be open on Saturdays according to the Pioneer Library System. The Wolcott Public Library has been closed on Saturdays due to COVID-19 and a personnel shortage of one part-time person who resigned during this time. Motion made by Bob and seconded by Steve that the library will plan to open again on Saturdays when the part-time position is filled and it is safe to during the COVID pandemic. Motion carried.

Thanksgiving Holiday Closing – The library will be closed this year for Thanksgiving on Wednesday and Thursday but will close on Thursday and Friday for 2021 to be consistent with the school schedules.

Automatic Renewals – New procedure for automatic renewals distributed for the Board's knowledge.

Proposition Amount/Exceed the Tax Cap – Cap would be in \$2000 range. The Board discussed the proposition amount requested be \$5000 for next year based on the needs of the library.

New Clerk – Dottie discussed wanting to hire someone for the part-time position who has the knowledge to promote the library on social media. The Board agreed.

NYLA Conference: November 5-6, 2020 – Dottie attended the NYLA Conference programs online and found them to be very worthwhile.

Revised Board of Trustees List – distributed.

Old Business

Unattended Children policy – The library's Unattended Children's policy was reviewed. Terry moved to approve the policy and it was seconded by Bobby-Jo. Motion carried.

Public Access Internet policy, Use of Public access Computer policy and Internet Use Policy – Terry reported the new Internet Use Policy contains the material in the other two policies, so they will be discontinued at this time.

New Business

2021 Library Budget – The draft of the library budget for 2021 was reviewed and discussed including the \$5,000 for the school board increase and a 5% raise for the library manager, bookkeeper and cleaner. The changes will be made and the revised draft reviewed again at the next meeting.

Other – Wayne historic information added to the website. Terry is working on the new website which doesn't allow as much information as the last old website through PLS.

Date of next meeting – The next **Board of Trustees meeting will be held on Wednesday, December 16, 2020**, at 6:30 p.m.

Meeting was adjourned at 7:28 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary