**Wolcott Public Library**

**Board of Trustees Meeting**

**December 15, 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 6:37 pm.

**Minutes of the last meeting** – Motion made by Bobby-Jo and seconded by Steve to approve the minutes as distributed. Motion carried.

**Treasurer’s Report** – Kristl presented the November financial reports and reported they are looking good. No unusual expenses. Changes to the draft of the 2022 budget reviewed. Motion made by Deb and seconded by Bobby-Jo to approve the 2022 budget. Letter from the IRS that Kristl is dealing with regarding the extension for the taxes. She has the documentation and a letter has been sent with all the documentation.

**Circulation report** - The circulation reports for November were reviewed. Still consistent.

**Library Manager Report**:

**Public Libraries and PPE requirements –** Dottie provided this handout for the Board to review and have for information.

**Insurance for the Chromebooks** – Dottie provided updated information on the cost for the year. Steve made a motion to continue the insurance for the chromebooks for the year and it was seconded by Bobby-Jo. Motion carried.

**Rotary Club** – Dottie reported the Rotary Club won’t be using the library until COVID numbers go down.

**Blood Drives** – Will be held on certain Tuesdays from 1-6:00pm starting in January at the library.

**New copier** – Dottie has a salesman coming next week and she will provide an update on the information for a new copier to the Board next meeting.

**Old Business**

**Chromebook borrowing** – Dottie will advertise this new service and begin lending them out in January.

**New Business**

**Dottie’s birthday –** The Board sang happy birthday and wished Dottie a happy birthday.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, January 19, 2021,** at 6:30 p.m.

Meeting was adjourned at 7:03 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary