

**Wolcott Public Library
Board of Trustees Meeting
June 15, 2022**

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

Excused: Terry Van Fleet

Call to order – The meeting was called to order at 6:31 pm by President Bob Reed.

Minutes of the last meeting – Minutes of the May meeting were reviewed. Motion made by Bobby-Jo and seconded by Deb to approve the minutes. Motion carried.

Treasurer's Report – The May financial reports were reviewed and Kristl reported there was nothing unusual, finances in good shape tracking relatively close to budget and will have enough to pay expenses until the end of November.

Circulation report - The circulation reports for May were reviewed. The numbers still continue to be consistent with prior months with total circulation of 1477 for May compared to 1485 in April for books and materials and 272 in May compared to 270 in April for electronic books/audio and/or magazines checked out.

Library Manager Report:

Summer Reading Schedule – Dottie distributed the flyer for the summer reading programs. She also stated she is planning to give out kits to children who attend so they have something to take home in relation to the presentations and maybe some paperback books.

Opening Meetings and Online Meetings Law – Dottie distributed new Open and Online Meetings Law effective as of June 8, 2022. According to Questions and Answers Chapter 56 of the Laws of 2022 COOG.pdf, "If there is a quorum of members at a physical location open to the public, the public body may properly convene a meeting; a member who is participating from a remote location that is not open to in-person physical attendance by the public may not be counted toward a quorum of the public body (but may participate and vote if there is a quorum of members at a physical location open to the public)."

Changing Library Name – Dottie reported the IRS has the old library name and we need to get the library name changed to the Wolcott Public Library to continue to participate in the PLS coordinated construction grant for network rewiring. Dottie is following the direction of Ron at Pioneer Library System to use a lawyer to get the name changed.

Cyber Security Insurance – A handout from Utica National Insurance Group that offers cyber security coverage was distributed. The Board would like someone to come to explain what they are offering at the August meeting as the July meeting will be canceled.

Recommended policies checklist – A handout from the Pioneer Library System (PLS), Recommended Policies Checklist, was distributed. Dottie reported Ron at PLS feels the state of NY will be checking library websites to see if their websites are in compliance including their policies. It was recommended the Board appoint a Policy Committee of Two Trustees. Ginny and Deb offered to be on the committee and do a comparison of what policies the library has compared to the list.

The Board thanked Dottie for the manager report and expressed appreciation for the wonderful job she is doing.

Old Business

Conflict of Interest & Whistleblower annual forms – Reminder, these forms need to be signed again this year by each Board member and returned to Dottie.

Front garden changes – Bob is still working on this.

Digital literacy grant – Ginny reported, with the help of Dottie and Chris from Literacy Volunteers, the digital literacy grant application has been submitted to the Public Library Association.

New Business

Back drive way – The Board discussed the library's back drive way needs to be repaired as there is a hole at the end of the driveway and it needs to be repaved. Dottie was asked to get quotes to get it fixed.

AARP Driver Safety course – An AARP Driver Safety program has been scheduled to be held at the library on June 23rd. Dottie reported it filled up quickly without even advertising. There are many people who are requesting it that couldn't get into the class due to the class limit size. Dottie will ask the presenter if she can do a second class on another date this summer.

Date of next meeting – **The Board decided to cancel the July meeting so the next Board of Trustees meeting will be held on Wednesday, August 17, 2022, at 6:30 p.m.**

The meeting was adjourned at 7:08 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary