

**Wolcott Public Library  
Board of Trustees Meeting  
August 17, 2022**

**Board Members Present:** Bob Reed, Steve Monroe, Terry Van Fleet, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

**Excused:** Deb Lewis

**Absent:** Bobby-Jo Mendenhall

**Call to order** – The meeting was called to order at 6:37 pm by President Bob Reed.

**Minutes of the last meeting** – Minutes of the June and July meetings were tabled to the next meeting.

**Treasurer's Report** – Kirstl presented the treasurer's report. Nothing unusual to note. Cash position in good shape to pay bills through November. Discussion of putting some money into an emergency fund and in CD's if interest rate goes up. Report items reviewed and discussed. Email Kristl if any questions come up.

**Circulation report** - The circulation reports June & July reports reviewed. Audio checkouts were really high in July and magazines. The total circulation was 1586 for June and 1611 for July compared to 1477 for May for books and materials. Electronic books/audio and/or magazines checked out for June was 256 and 362 for July compared to 272 in May and 270 in April.

**Library Director Report:**

**Trustee education** – A handout explaining trustee education requirements as of 2023 was distributed. This will start in January 1, 2023. Discussion of how this might be done to provide two hours a year for each trustees

**Summer Reading program 2022** – Dottie distributed a report of the expenses for the cost of the Summer Reading program. The paid performers were MegaBubble man, Grace & Grins, The Wondermakers, and the Seneca Park Zoo. Total cost for the performers, supplies, prizes = \$1,036.01. Attendance for all programs 27 adults and 32 children. Books read based on forms returned by children totaled 63. Ideas of how to increase attendance was discussed including possibly doing a survey again to ask the community, particularly those who don't come to the library, maybe through Facebook or other social media platforms what might increase attendance in the future. Changing times has made it more difficult for attendance at programs.

**Window cleaning** – Dottie has hired a firm to come in and wash the windows as they haven't been cleaned in years.

**Tree trimming** – Dottie is looking at hiring someone to trim the tree on the side of the library.

**Library name change progress** – Dottie reported she has been in contact with NY State and all the information has been sent to the IRS.

**Grant for Digital Literacy training** - The library has been notified that they have been selected to receive a \$4,000 grant to provide digital literacy classes over the next year. The grant is administered by the Public Library Association and supported by AT & T. The Board approved to have Ginny be the contact person on the grant and to use direct deposit of the money from the grant to the library's bank account.

**Overlapping funding in libraries** – Memo received from Ron Kirsop at OWWL from the state regarding a Senate study of overlapping funding in libraries for the Rose Free library, the Red Creek Free Library and the Wolcott Public Library. Since the Wolcott Public Library doesn't get any municipal aid from the Village or Town of Wolcott it would most likely not be considered double taxation from both the school and the village or town. It was decided not to do anything further at this time.

#### **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** – No update at this time.

**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.

**Cyber Security Insurance** – – Tabled until the next meeting.

**Parking lot** – Dottie has called to get a quote but they haven't provided one yet to fix the hole at the end of the back parking lot. She will keep calling.

**Recommended policies checklist** – A handout from the Pioneer Library System (PLS), Recommended Policies Checklist, was distributed at the last meeting and Ginny and Deb offered to be on the committee and do a comparison of what policies the library has compared to the list. Deb had an emergency and was unable to attend the meeting tonight. The review will be presented at the next meeting.

#### **New Business**

**First Amendment audit policy** – Draft of policy discussed. Tabled at this time. Dottie will ask Ron from OWWL to come and discuss it with the Board.

**Bicycle rack** – A bicycle rack has been requested by a patron. The Board approved for Dottie to get one installed.

**Date of next meeting** – **The next Board of Trustees meeting will be held on Wednesday, September 21, 2022, at 6:30 p.m.**

The meeting was adjourned at 7:44 pm.

Respectfully submitted,  
Ginny Keenan, Board Secretary