

**Wolcott Public Library
Board of Trustees Meeting
September 21, 2022**

Board Members Present: Bob Reed, Steve Monroe, Terry Van Fleet, Deb Lewis, Ginny Keenan, Director-Dottie Patt

Excused: Bobby-Jo Mendenhall, Bookkeeper-Kristl Spalding

Call to order – The meeting was called to order at 6:30 pm by President Bob Reed.

Minutes of the last meeting – Minutes of the June, July, and August meetings were reviewed. A motion was made by Deb and seconded by Terry to approve all the minutes. Motion carried.

Treasurer's Report – The August financial reports were reviewed. Motion made by Terry and seconded by Steve to approve the financial reports for August. Motion carried.

Circulation report – The August circulation reports were reviewed. The total circulation was 1711 which was the highest it has been in the past four months. Electronic books/audio and/or magazines checked out for August was also high at 344.

Library Director Report:

Proposed NYS minimum wage increases – A handout explaining NYS proposed minimum wage for 2023 will be \$14.20.

Parking lot repair – The repair of the back parking lot will be deferred until the spring. Deb recommended Homestead Paving who recently did a large paving project for her.

Photo display in small conference room – Dottie has put the pictures of the ground breaking of the library and other historical pictures of the library on display in the upstairs small conference room.

AARP Driver Safety Class September 29, 2022 – Ad will go in the shopper to let the community know.

Snow Removal Bids – Dottie will put a snow removal bid out for this coming winter in an advertisement. She has received one quote already. The quote showed a slight increase over last year due to insurance and fuel costs.

Old Business

Conflict of Interest & Whistleblower annual forms – One trustee still needs to sign the forms and returned to Dottie.

Front garden changes – No longer needed at this time.

Cyber Security Insurance – Questionnaire sent to Dottie by the company. She has forwarded it to OWWL (formerly Pioneer Library System) and will let the Board know when she gets the help she needs to complete it.

Digital literacy grant – Ginny reported there have been a couple of meetings with Literacy Volunteers to come up with the dates and a flyer for the digital literacy classes that will be offered starting October 12th and run every Wednesday evening for six weeks. The Board suggested putting the flyer up around

town and especially in the Mexican store on the corner in Wolcott when the classes for Spanish speakers are offered starting in February 2023.

Library name change progress – Dottie reported there is no update at this time.

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.

Installation of bicycle rack – Dottie is still waiting to hear from the family who offered to provide it. The Board approve the purchase and installation of a bike rack if this family is not able to do it.

New Business

First Amendment audit policy –Dottie provided information from the Executive Director, Ron Kirsop, from OWWL giving the explanation for this new policy. The policy was discussed and will be voted on at the next meeting.

Recommended policies checklist – Deb reported on a review of the current library policies compared to the Recommended Policies Checklist from the OWWL System. There are still questions so she will meet with Dottie to go over it and provide a further update at the next meeting.

Other – Deb suggested a library program for the community on Chiropractic care. She has a speaker who is willing to do a presentation at the library. The Board approve it and Deb will work on scheduling the program.

Date of next meeting – **The next Board of Trustees meeting will be held on Wednesday, October 19, 2022, at 6:30 p.m.**

The meeting was adjourned at 7:07 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary