

**Wolcott Public Library
Board of Trustees Meeting
October 19, 2022**

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

Excused: Deb Lewis

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 September meeting were reviewed. A motion was made by Bobby-Jo and seconded by Steve to approve the minutes. Motion carried.

Treasurer's Report – The September financial reports were reviewed. Nothing unusual noted, meeting budget. The library has received the school tax money for the next year. Discussion held to increase the amount in the library's allocated emergency fund by \$5,000 from \$25,000 to \$30,000. Motion made by Bobby-Jo and seconded by Terry. Motion carried.

Kristl reported she has received a letter from the IRS apologizing for the previous letter sent in error to the library and acknowledging the library doesn't owe them any money.

Circulation report – The September circulation reports were reviewed. It was noted the Wolcott Library borrowed 600+ items from other libraries for our patrons and other libraries borrowed 400+ from us. Dottie mentioned the library staff are very helpful to the patrons in getting books and other items from other libraries when we don't have them.

Library Director Report:

Cybersecurity insurance – Dottie reported the questionnaire for this is very difficult to answer all the questions. OWWL suggested holding off on it for right now. They are working on something to give to all the libraries regarding this.

Snow Removal Bids – Dottie reported no other quotes were received for this after putting an ad in the local shopper. Board approved giving the snow removal contract to Chris Henner for this winter.

Bicycle rack – Dottie looked up the cost for bicycle racks and provided the information to the Board. She also shared that the Wolcott Rotary is considering purchasing it for the library. The library will wait to hear from the Rotary before proceeding.

Proposition amount for 2023 – The library has been able to manage by being conservative with spending and will only ask to cover the increase in salaries required by law, insurance and other items for 2023. Kristl will do a draft budget for the library for 2023 and the decision regarding the amount needed to ask for in the proposition will be further discussed at the next meeting.

OWWL To Go – The OWWL system has requested an amount for 2023 based on the Wolcott Library patron's usage of OWWL to Go. The Board approved paying the amount requested.

Old Business

Conflict of Interest & Whistleblower annual forms – Dottie has now received all the forms signed by each Board member.

First Amendment Audit Policy – Motion made by Bobby-Jo and seconded by Terry to approve the policy. Motion carried.

Digital literacy grant – Ginny reported the library's digital literacy programs have started. The first one was last Wednesday and went very well. The seven participants seemed to really enjoy it. Kristl said she will check but believes the library has received a direct deposit of \$4,000 from the Public Library Association and ATT grant the library was awarded for these programs.

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

Recommended policy checklist – Dottie reported she met with Deb yesterday regarding reviewing this. They divided the policies on the list up and they will continue working on them. It will be an ongoing process and they will bring policies needed to the Board in the future when they are ready to be reviewed and approved.

New Business

Library Website – Terry has been working hard on the library's website and believes all necessary items have been put on the website now as required by the state.

Historical Pictures of the Library – Board acknowledged how nice the pictures look on the wall now in the small conference room.

Date of next meeting – **The next Board of Trustees meeting will be held on Wednesday, November 16, 2022, at 6:30 p.m.**

The meeting was adjourned at 7:10 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary