

**Wolcott Public Library  
Board of Trustees Meeting  
February 15, 2023**

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

**Call to order** – The meeting was called to order at 6:36 pm by President Bob Reed.

**Minutes of the last meeting** – Minutes of the January meeting were reviewed. A motion was made to approve the minutes. Motion carried.

**Treasurer's Report** – The financial reports were presented by Kristl. She stated the library has received the grant money. Overall, finances are in good shape. Cash analysis reviewed. Everything is in line with the budget. Motion made to approve the January 2023 expenditures. Motion carried.

**Circulation report** – The January circulation reports were reviewed. The total circulation was 1453 and electronic books/audio and/or magazines checked out was 241.

**Committee Reports** – Policy review is ongoing. There also was input from Peter Spalding that some might be procedures for the library vs policies. Dottie will keep working on this with Peter's input.

**Library Director Report:**

**Library Building inspection** - Dottie mentioned they got a letter from the Village of Wolcott and they came and did an inspection of the library. They recommended a fire extinguisher inspection, the fire alarm system test, and emergency lights need to be fixed to come on when the power goes out. Steve is taking care of fixing that. Overall, they felt the library was in very good shape.

**NYS Annual Report** – Kristl and Dottie are working on the NY State annual report. This is something all libraries are required to do each year and is due by the end of February.

**Video Conferencing Equipment** – The library purchased the video conferencing equipment and it was used for the Board meeting. Dottie will inform the Rotary so they are aware of the equipment for their future meetings at the library.

**Hispanic Computer Classes** – The library has recently partnered with Literacy Volunteers of Wayne County to provide digital literacy classes in Spanish for the community. The classes are being paid for by a grant from ATT and the American Public Library Association. The classes started as of last week from 6-8:00pm on Monday nights and will run for six weeks.

**Library Door Adjustments** – The library door downstairs wasn't closing properly so Dottie got someone to come and fix it.

**Old Business**

**Technology Grant update** – No update at this time.

**Blanket Drive Update** – Dottie reported the blanket drive at the library went well.

**Library Book Club** – No update at this time.

**Games at the Library Update** – Dottie has called other libraries and shared further information about setting up a program of Games at the Library.

**New Business**

**Future library programs** – Deb reported she has been in contact with someone who is willing to do a couple different programs. The Board approved her working to get something set up in the near future.

**Date of next meeting** – **The next Board of Trustees meeting will be held on Wednesday, March 15, 2023, at 6:30 p.m.**

The meeting was adjourned at 6:58 pm.

Respectfully submitted,  
Ginny Keenan, Board Secretary