

**Wolcott Public Library
Board of Trustees Meeting
May 17, 2023**

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

Excused: Bookkeeper-Kristl Spalding

Call to order – The meeting was called to order at 6:29pm by President Bob Reed.

Minutes of the last meeting – Minutes of the April meeting were reviewed. A motion was made Bobby-Jo and seconded by Steve to approve the minutes. Motion carried.

Treasurer's Report – The financial reports were unavailable due to illness and will be reviewed at the next meeting.

Circulation report – The April circulation reports were reviewed. The monthly circulation activity was 1369 and e-books/e-audio/e-magazine loans were 243.

Committee Reports – Policy review is ongoing.

Library Director Report:

New Fire Alarm System – The new fire alarm system will be installed May 23 & 24, 2023, by Finger Lakes Security Systems. The system will then be in compliance with the Wolcott Village regulations.

New Laptop/computers – Dottie reported the OWWL Library System computer technician will be here tomorrow to install a new computer at the front desk and a replacement for the one in the back that is beyond the recommended years. A new laptop will also be provided. A grant will cover the purchase of one computer and the library has the funds to purchase the other two computers.

Technology Grant update – Dottie reported she has been working with the OWWL system providing the necessary information for the technology upgrade grant.

Bicycle Rack - Steve has been working with Dottie on getting a library bicycle rack and putting it by the front door. How to anchor the bicycle rack was discussed and Bob had a recommendation. Bob will take the copy of the proposed bicycle rack to the Rotary Club as they offered to buy it for the library.

Front Porch Problems – Dottie reported there has been trash left out there by people. A camera was discussed. Further research will be done.

Summer Reading Program – Dottie shared with the Board members the Summer Reading Program. It will run for four weeks, every Wednesday evening at 6:30pm, starting July 12th and will end August 2nd.

Strawberry Fest- Dottie reminded the Board members the library will have a table at the festival with the Rose Library to promote the libraries and the Summer Reading Programs. Steve offered to bring the table from the library to the festival. Dottie will be contacting the Board members to sign up for shifts to man the table on June 17th.

Library Annual Report – Dottie distributed this year’s pamphlet of the library annual report with new pictures of the library this year.

Old Business

Trustee Education Policy – A motion was made by Terry and seconded by Bobby-Jo to approve the Trustee Education policy. Motion carried. Terry and Steve have each done a training by OWWL this year so far.

Recorded Trustee Workshops can be found by visiting -
[<https://docs.owwl.org/Community/TrusteeWorkshopResources> | <https://docs.owwl.org/Community/TrusteeWorkshopResources>]

Live webinar - Trustee Handbook Book Club: Financial Planning & Budgeting June 20, 2023 5:00pm [https://us06web.zoom.us/webinar/register/WN_anCqykXaRom3rljODhEQOA | Registration]

New Business

Library Website - Terry is working on the new OWWL website for the library. She has recently added the holiday closures and the blood drives to the library website. Dottie will check how long minutes need to remain on the website and get back to the Board.

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

The meeting was adjourned by President Bob Reed at 6:59 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary