

**Wolcott Public Library
Board of Trustees Meeting
September 20, 2023**

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

Call to order – The meeting was called to order at 6:32pm by President Bob Reed.

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

Treasurer's Report – The financial reports for June, July and August were reviewed. Disbursements for all three months reviewed and discussed. Motion made by Bobby-Jo and seconded by Deb to approve the disbursements. Kristl reported the OWWL wiring grant and PLA Affordable Connectivity grant monies have been received. Overall, the library is within budget with no unusual expenses.

Circulation reports – Reports reviewed for July and August and remain about the same.

Library Director Report:

Blood Drive – Dottie reported she was notified the Blood Drive for September was canceled.

Summer Reading Programs – Dottie said the Summer Reading programs were not well attended so she will look at working with the Rose Library next year as they seem to get better attendance.

Air conditioning Unit – The library's air conditioning unit has been recommended it be replaced based on a recent inspection by the company. Motion by Bobby-Jo to purchase a new air conditioner. Seconded by Terry. Motion carried.

New vacuum cleaners – Steve reported he has worked on them and can't fix them any further. Bobby-Jo will check with what the school uses and Dottie will look into prices for new vacuum cleaners. The information will be brought to the next meeting.

New toilet for staff bathroom – Dottie would like to have a higher toilet installed. Prices to be brought to the next meeting.

Matter of Balance Program – Currently this program is being held for six weeks at the Library. It is being very well attended.

Story Hour – Dottie said she will have Story Hour again this winter as long as she has 4-5 kids attend.

Fire Alarm System – Dottie reported the fire alarm box will need to be replaced.

Snow Plowing Bid – Dottie will advertise for snow plowing bids for plowing the library's front parking lot for the 2023-2024 winter.

Wiring Grant – New wiring for the computers as part of a grant with the OWWL system and seven other libraries is progressing. The grant will help pay for part of it and the library pay the rest. Kristl reported

the library has the money to do this in the general budget. Motion made by Ginny and seconded by Deb to approve going forward with the new wiring for the library computers.

Systems Access and Confidentiality of Library Records Policy – Policy reviewed and approved by the Board. Bob signed the library member agreement to be returned to the OWWL library.

Combined Non-Harassment/Non-Discrimination and Sexual Harassment Policy – Policy reviewed and motion made by Bobby-Jo and seconded by Steve to approve the policy. Motion carried.

Selection Policy – Policy reviewed. Motion made by Bobby-Jo and seconded by Deb. Motion carried.

Building Use Policy to replace Community Room use – Policy reviewed. Motion made by Terry and seconded by Deb to approve the policy. Motion carried.

Library bicycle rack – Tabled until next spring.

SNAP-ED Nutrition program – Very successful program at the library for six weeks in June-July. There were 12 participants each week and they were very complimentary of the program. They felt they learned a great deal and all received up to \$90 in coupons to purchase fruits and vegetables.

Public Library Association & AT&T grant for Affordable Internet Connectivity Program – Programs provided on August 7th and September 13th with a total of ten participants. One of the library staff was also trained on the program and can-do one-on-one training to library patrons that are interested.

Trustee Workshop – The next one offered for trustee yearly education will be online on 10/17/2023 at 5:00pm. Register through the OWWL system.

Other – Literacy Volunteers of Wayne County is in desperate need for tutors. They have only 5 tutors currently for 55 students. A flyer was shared with the information that will be posted by the library and sent out to the Board members to share as well. For more information, they will be holding an online volunteer orientation, 10/5/2023 at 6:00pm. Please sign up for this event in advance by phone, text, or email:

(315) 784-6090
heidi.barnes@lvwayne.org

Date of next meeting – The next Board of Trustees meeting will be held on Wednesday, October 18, 2023, at 6:30 p.m.

The meeting was adjourned by President Bob Reed at 7:48 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary