

**Wolcott Public Library
Board of Trustees Meeting
February 21, 2024**

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 6:32 pm by President Bob Reed.

Minutes of the last meeting – Minutes of the January meeting were reviewed. A motion was made by Deb and seconded by Terry to approve the minutes. Motion unanimously approved.

Treasurer's Report – Kristl reported the budget is starting out nicely this year after a very generous donation. Everything else on target. Utilities paid for December and January so not as high as it appears. Bob made a motion to approve the expenditures report and it was seconded by Steve. Motion unanimously approved.

Kristl discussed having a procedure for library purchasing and procurement. A draft procedure will be written and will be brought to the Board at a future meeting for approval.

Circulation reports – Reports reviewed for January. Circulation In January was more than the last couple months at 1445. December was 1280 compared to 1325 in November. E-books/e-audio/e-magazines were 408 which was also higher than the previous two months at 319 and 337.

Library Director Report:

New clerk – Dottie said she has interviewed eight people for the clerk position and has four more to interview. She will make a choice after the interviews are done. The ad in the Shopper really seems to have helped with the number of applicants.

Ad in the Shopper – Dottie reported she placed an ad in the Shopper, What the Library can do for you. She said it was a nice ad and she was very pleased with it.

Library Annual Report – Dottie and Kristl are working the library annual report.

Alzheimer's program – An Alzheimer Association program was held at the library on February 19th. Dottie reported there was good attendance.

Free Income Tax Preparation – The Free Income Tax Preparation program had a very busy first week with lots of people coming in to the library to get their taxes done.

Library Rocking chair – The library rocking chair had a broken arm and some things needed to be tightened. Bill Eygor does carpentry and came and fixed the chair.

Library Website – Dottie thanked Terry for doing an excellent job keeping the information current and having everything on the library website as required.

Old Business –

Credit Card/Lyons National Bank – Bob said he spoke to the staff at the bank. They were able to get the information for a credit card for the library.

New Business –

Trustee Training – Trustee Training coming up by OWWL :

Trustee Handbook Book Club, Tuesday, March 19, 2024 at 5 PM

2024 FAQs with Ron Part I, Thursday, April 11, 2024 at 5 PM

Other – Deb wondered if the library could have something about the eclipse on April 8th.

Deb also inquired about have a library suggestion box. A survey was also discussed as one hasn't been done for a while. Dottie felt it would be best to have the survey go to people who currently don't use the library.

Ideas to be discussed further at the next meeting.

Date of next meeting – The next Board of Trustees meeting will be held on Wednesday, March 20, 2024, at 6:30 p.m.

The meeting was adjourned by President Bob Reed at 7:01pm.

Respectfully submitted,
Ginny Keenan, Board Secretary