

**Wolcott Public Library  
Board of Trustees Meeting  
September 18, 2024**

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

**Excused:** Bob Reed, Bookkeeper-Kristl Spalding

**Call to order** – The meeting was called to order at 6:32 pm by Vice President Steve Monroe.

**Rotary Club Request** - Joe Snyder from the Wolcott Rotary asked if they could have a remote access account. They would like people to be able to call in for their meetings which are every Wednesday at noon at the library. It would cost \$13.32 a month and there would be some logistics involved i.e. a password, a host, scheduling the meetings, etc. Since the Rotary is the only group at this time with this need, they would agree to handle the logistics and provide a pc that would be needed for the Zoom meeting. The Board will discuss the request and get back to him.

**Digital Literacy** - Digital Literacy of Rochester offers one on one training. Joe could come in and help patrons at the library like he does at the Sodus library. Dottie will look into this further.

**Minutes of the last meeting** – Minutes of the August meeting were reviewed. A motion was made by Bobby-Jo and seconded by Deb to approve the minutes. Motion unanimously approved.

**Treasurer's Report** - The financial reports were reviewed. Motion made by Bobby-Jo and seconded by Steve to approve the expenditures report. Motion unanimously approved.

**Circulation reports** – Reports reviewed for August showed 1508 for total circulation of books and 243 for e-books, e-audio, e-magazines.

**Library Director Report:**

**Snow Plowing Estimates** - Dottie put an ad in the paper and only got one response.

**Power washing building estimates** – Dottie presented the two proposals for power washing the building that were submitted to the library. The Board made a motion to go with Rochester Window Cleaning Co. Inc. who will pressure wash the entire building, all sides and gutters and remove the moss on the roof. Motion made by Bobby-Jo and seconded by Terry. Motion unanimously carried.

**Bat removal** – Dottie asked Deb to contact the person she recommended as he hasn't responded to messages she has left him.

**Bulletin Board** – Dottie showed the Board the additional bulletin board that has been added in the downstairs community room. It aids as a good communication tool.

**Camera** – The library purchased a camera years ago and Dottie stated it is no longer being used as people use their phones. The Board recommended Dottie set it up to be loaned out to patrons like the hot spots and chrome books.

## **Old Business**

**Bookkeeper Position salary** – Kristl sent a list of duties for the library bookkeeper position. Dottie was asked to inquire what other libraries are paying their bookkeeper and bring the information back to the board.

**Library policies** – The following policies were reviewed and a motion was made by Bobby-Jo, seconded by Ginny to approve them. Motion unanimously approved.

- Bylaws
- Code of Ethics/Trustee Ethics Statement
- Confidentiality of Library Records policy
- Conflict of Interest policy
- Open meeting policy
- Meeting Room policy

The Library Purchasing and Procurement policy and procedure was tabled to look at the next meeting.

## **New Business**

**Fruit & Vegetable Nutrition Program** – Ginny informed the Board this program is being offered by Cornell Cooperative and will be held at the library starting Monday, September 23, 2024, at 3:00pm for six weeks. Participates will be given a \$15 voucher for each class they attend.

**Date of next meeting** – **The next Board of Trustees meeting will be held on Wednesday, October 16, 2024, at 6:30 p.m.**

The meeting was adjourned by President Steve Monroe at 7:52 pm.

Respectfully submitted,  
Ginny Keenan, Board Secretary