

**Wolcott Public Library  
Board of Trustees Meeting  
February 26, 2025**

**Board Members Present:** Terry VanFleet, Steve Monroe, Deb Lewis, Jennifer Kerr,  
Secretary- BobbyJo Mendenhall, Director- Dottie Patt, Bookkeeper- Kristl Spaulding

**Call to Order:** February meeting called to order by Steve Monroe at 6:31pm

**Meeting Minutes Approval:** There were a few amendments discussed and changed. Bobby jo passed out the amended minutes for all to go over. Terry made a motion to approve the January 2025 minutes and Steve 2nd the motion. Unanimously approved by all board members.

**Treasurer's Report:** All of the board members looked over the January treasure report. Krystl explained the maintenance was higher due to the bat removal. The plowing and shoveling will increase for next month's report. 13 possible plows in next month's report. Krystl mentioned that we need to have a change of signature from the bank accounts. Steve confirmed with the bank the process of removal and how to change the information over. We will need a replacement signer on the bank account in the future.

Motion was made by Terry to approve the treasure report and Deb 2nd the motion. Unanimously approved by all board members.

**Circulation Reports:** Reports reviewed for January showed 720 for total circulation of books. 93 for e-books, 159 e-audio, 39 e-magazines. Total online checkouts were 291.

**Library Director Report:**

New Bookkeeper/Board Approval- Steve discussed the interviews that were held. Steve and Deb said that Krista Sheldon showed a lot of the qualities we were looking for in a bookkeeper for the library. Steve made a motion to appoint Krista Sheldon as bookkeeper for the amount \$500.00 per month beginning March 2025. Deb Lewis 2nd the motion. Unanimously approved by all board members.

Take your child to the library day promotion- The event had no public members present

Bat removal progress- Dale Gomba was highered for the bat removal and checked it out. He would not euthanize the animals but trap them at a later date. This is a process and will be done over time.

Computer replacement- 6 computers were ordered. 3 Staff computers and 3 public computers. There are 4 computers we will budget for next year. The staff computers will have been updated and most of the public ones. In the future the library will plan better for this. We will plan in the budget for the upgrades moving forward.

Sexual Harassment Prevention Training- Dottie Patt sent out an email for the sexual harassment that is mandatory. This training will not count towards your library trustee hours.

Brochures , Annual Report to the Community Library Hours- Dottie's Granddaughter did the brochures for the library. The hours are current on there. There is a lot of information that is helpful.

Annual Report- Dottie Patt sent the trustees an email with the file attachment. Deb Lewis made a motion to approve the 2024 New York State Annual Report. Jennifer Kerr 2nd the motion. Unanimously approved by all board members.

Wolcott Library Board President- Terry VanFleet made a motion to appoint Steve Monroe as the Wolcott Library Board of Trustee President and Deb Lewis 2nd the motion. Unanimously approved by all board members.

-Steve Monroe made a motion to appoint Terry VanFleet as the Wolcott Library Board Vice President and Deb Lewis 2nd the motion. Unanimously approved by all board members.

The Wolcott Library Board acknowledges that Robert Reed is no longer a member of the Wolcott Library Board of Trustees. The board agreed to remove Robert Reed from all bank accounts.

Weather Concern- The slippery front area. There's been patron concerns. Dottie came up with some ideas to improve the winter situations on the walks or parking lots. The items purchased would be added to the budget report for next year or we could take from the emergency fund and replace it at a later date if needed.

There was an option for heated gutters that were checked out by Dottie and Steve. Steve mentioned he investigated another option, instead of heat tape in the gutters we could add a roofing material that would slant down so the ice or drips will hit it and slide down and away from the sidewalk. We can revisit this before the next winter season.

Long Range Cohort- This is a library planning meeting where new Cohorts are being assembled. Ron Kristop sent it out and Steve and Dottie will be attending this online. This is something that needs to be done by all libraries and is part of making their new library plans. .

Ethics Statement- Dottie passed out a copy for each in attendance to sign.

Dottie discussed the website is all current and Terry VanFleet is regularly updating it.

**Committee Reports:** There were no committee reports.

**Old Business:** Joe Snyder from the Wolcott Rotary Club made a suggestion regarding a Zoom account for patron use. This was brought up by Deb Lewis. Dottie mentioned that we previously voted the preposal down due to privacy concerns. Dottie is going to talk to Pioneer Library to see their perspective or possibly a solution.

**Other:** None

**Next Board of Trustees meeting** will be held on Wednesday, March 19, 2025, at 6:30 p.m.

***Meeting adjourned*** by Steve Monroe at 7:35pm

Respectfully Submitted,  
Bobby-Jo Mendenhall  
Wolcott Library Board Secretary