

Weedsport Free Library
Annual Board Meeting Minutes
2023 in Review
January 25, 2024

Present: Ted Ball, Wendy Bannister, Lorrie Bradtke, Don Burdick, Chris James, Sarah Pickering, Megan Quill, Paul Reichhart, Kimberly Springer, Nicole Quinn and Crystal Batson.

-Meeting called to order by Wendy at 6:07pm.

-Secretaries Report: Sarah Pickering

*Approve 2022 Annual Minutes to accept by Paul, 2nd by Don, all in favor.

-2023 Friends Report: Nicole reported for Diane Grant, President of the Friends of the Library.

*Shared Friends of the Library 2023 highlights. Total revenues exceeded expenses for the year by \$1,476.87. The ongoing book sale continues to be successful to generate income for the Friends, noting \$2,601.50 from the book sale. Other fundraisers included the membership mailing and the Holiday Raffle. The Christmas raffle brought in \$1,412. The Jr. Friends fund of \$1,229.36 was moved to the Friends account as the club has been inactive. A donation of \$2,500 was provided to the library for the 2023 operating budget. \$313.83 was donated for the Summer Reading program. \$100 was donated to help sponsor the gazebo program. The Friends paid \$466.92 for Linda Quinn's retirement party. The Friends also paid for the Movie License, Book Page, Website renewal and "Talks" totaling \$1,081. The Friends of the Library continue to be successful during 2023 with the weekly setting up, reviewing and promoting the book sale in the library. Several members of the Friends group give weekly of their time to updating and organizing the books. The Christmas Raffle was again a crowd pleaser and money-maker with the wonderful gift baskets that were raffled off. The Friends wanted to thank the Board of Trustees for their support. They conveyed being part of the Friends is a positive team experience to be able to work together, along with the library staff, to help achieve the betterment of the library.

-Treasurer's Report: Megan Quill

*In reviewing the year-to-date activity, considering actual to budget results, budget was exceeded in building repair and books. This was offset by funds received from the improvement grant to be used for parking lot and insurance proceeds from building damage. Utilities expense was less than expected. Overall, looking at operational income and expenses, without the building repairs & the improvement grant, we had net income approximately \$2K.

Nicole asked the Board to review the 2023 budget that had been passed at the last meeting. In estimating salaries expense, the increase in minimum wage from \$14.20 to \$15.00 effective 1/1/2024 was not considered. This, however, will be offset by the decreased hours approved by the Board.

*Motion to approve of the 2023 Treasurer's Report by Chris, 2nd by Kimberly, all in favor.

2023 Director's report: Nicole Quinn

- Library Patron Statistics were reviewed noting Patron visits of 13,621. 157 New cards were issued during the year and total circulation of 16,814.
- Library Computer Statistics were reviewed noting total logins of 1,858. 2,441 black & white pages were printed.
- Programs offered during the year were summarized for both adult and youth programming. Rhyme Time and Lego Club were most popular in Children's programming. Chair Yoga and Book Club were the most popular in adult programming.
- Nicole started in her position of Library Director in June 2023.
- During the last 6 months, Nicole focused on evaluating programming, learning and evaluating day-to-day procedures, overseeing library staff, library layout and restructuring, communicating with/promoting within the community, building relationships with schools and community organizations/business, growing and focusing on new circulation items, learning and implementing state and other regulation/standards and implementing technology best-practices.

Looking to the year ahead:

- Pursue grants opportunities, plan and develop quality programming, policy up-keep, develop a Library Training Manual for processing and continue to ensure quality programming over quantity.

Children's Program Highlights: Crystal Batson

- Continued existing programming and re-evaluated programs where adjustments or improvements may be implemented.
- Identified gaps in existing children's collections and services and finding materials and offerings to fill those needs.
 - o Crystal applied for and received funding through the 2023FLLS Family Literacy Mini Grant to purchase "Sensory Bin" that does not circulate but is available to patrons to use while visiting- the library, and one "Sensory Backpack" with additional items that patrons may check out to use.
- Learned from patron feedback and suggestions regarding how our community uses the library.

Looking to the year ahead:

- Develop and implement new programming according to patron needs and interests.
- Collection development for teen/youth materials and services.
- Progress in understanding of library management and policies.

*Motion to approve the 2023 Director's report and Children Program Highlights by Ted, 2nd by Don, all in favor.

President's Report – Highlights of 2023: Wendy Bannister

- Wendy thanked the community, for donations and supporting the library programs.
- Wendy thanked the member trustees, for their time and effort in supporting the library and its goals. Wendy also thanked the library staff for another great year. Great job by all members (director, asst director, aides, and bookkeeper) with bringing great programs and services to our seniors and youths. You all are an essential part of building this community.

- Wendy thanked Paul Reichhart (Trustee) for all his support and time that he's given to the library the past 6 years.
- Thank you, to Nicole and Crystal. You both have a wonderful outlook and enthusiasm on what the community, staff and library needs to continue moving forward.
- Wendy noted it has been a pleasure and a privilege to serve the library and the board. She believes that we, as a board, have worked together to support & continue the mission/vision of the library.

*The Board thanked Wendy & Paul for all of their time & continuous contributions to the library.

New Board members for 2024

Lindsey Gerstenslager

Mary Anna LaFave

*Motion by Sarah, 2nd by Megan, all in favor.

Board member officers:

2024 Officers: President – Sarah Pickering
 Vice-President- Chris James
 Treasurer – Megan Quill
 Secretary – Mary Anna LaFave

*Motion by Don, 2nd by Paul, all in favor.

Motion to adjourn at 6:40pm. Motion to accept by Don, 2nd by Chris, all in favor.

Respectfully submitted by Sarah