

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 9/8/2022

**Present:** Ted Ball, Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Samantha Black and Linda Quinn

**Absent:** Kimberly Springer

-Meeting called to order by Wendy at 6:30 P.M.

**-Secretaries Report:** Sarah Pickering

\*Motion to approve the June 2022 Board meeting minutes by Paul, 2<sup>nd</sup> by Bob, all in favor.

**Public Expression:** None

**-Treasurer's Report:** Megan Quill

\*Income Statement Summary report – Revenue and Expense activity was reviewed for the periods ending June, July & August 2022. June and July were fairly slow months. Revenue during the three periods came from the Friends of the Library donation as well as other donations, lawn signs sales, Arby's fundraiser & Book Sale. In August, the Library received funds of \$1,337 from State Aid. Expenses during the periods were consistent with expectations.

\*The Town of Brutus is accepting the 2023 funding requests. In the past, the Library had requested a 2% increase however, an increase hadn't been requested the past two years due to the negative impacts from COVID. The Board discussed requesting a 2% increase for 2023 due to increased costs related to inflation and wages. A motion was made to request a 2% increase in funds totaling \$21,137.46 for the Library in 2023 from the Town of Brutus by Sarah, 2<sup>nd</sup> by Megan, all in favor.

\*Motion to approve the June, July & August 2022 Treasurer's reports by Chris, 2<sup>nd</sup> by Ted, all in favor.

**Director's report:** Samantha Black and Linda Quinn

- Patron visits, Circulation, New Cards and Digital Downloads are continuing to increase from 2020.
- Patron visits were down in July however, due to construction work on the road and sidewalk in front of the library.
- Meeting room is being used, noting Beekeepers Group, Girl Scout meetings and tutoring to name a few.
- The Senior Cinema was held in July and August. 10 patrons attended in July and 7 attended in August.
- The Fall Open House is scheduled for Friday, October 21<sup>st</sup> 3-7pm. The Friends are purchasing donuts and cider. Pumpkins/gourds will be available for painting. A "Hocus Pocus" Family movie night will start at 7pm flowing the Open House.
- Weedsport Alumni were welcome to visit during their Alumni weekend festivities. Cookies were served, yearbooks could be browsed and a stroll through the brick garden was encouraged.
- Samantha coordinated the gazebo series. She pooled the funds contributed by the Village of Weedsport, the Town of Brutus, KeyBank Foundation (grant) and Friends of the Weedsport Library to book and facilitate five concerts. Linda coordinated a magician paid for from the

Rosen Grant (Community Foundation of Tompkins County). Gazebo Gathering ran Tuesday nights from July 12<sup>th</sup> to August 18<sup>th</sup>. A total of 190 people attended.

- New Meraki router and access point were installed August 29<sup>th</sup>.
- United Way “Day of Caring” – 4 volunteers including Mayor Tom Winslow helped weed our gardens.
- Donations are being received to honor the life of Eileen Cichello and her love of the library. Samantha will talk with the family of Eileen for any ideas they may have for the donation.
- In 2023, there is a new board education requirement noting Board members will be required to take 2 hours of education annually, not including the annual sexual harassment training.
- Patti Snyder offered to organize Yoga sessions to patrons of the Library. Patti specializes in chair yoga and has her own insurance to cover any potential incidents (adding the Library as a place she offers yoga).
- Samantha will be adjusting her hours slightly while her children attend a pre-k program.

**Children’s Programs:** Linda Quinn

- Linda met with elementary classes in June. Classes received a read-aloud, “Oceans of Possibilities” bookmark, Arby’s coupons and a Summer Reading 2022 schedule.
- The Summer Reading registration for the “Oceans of Possibilities” program began June 27<sup>th</sup>. Children received reading logs and punch cards. Each child who registered chose a new book from a collection of books purchased from the Bernard Carl and Shirley Rosen Library Fund and a children’s book from the book sale. Children who registered were also able to go “fishing” for a reading buddy (stuffed animal) in the Summer Reading pool. 98 stuffed animals were given out. 102 Children registered for the program.
- Programs in July included Captain Rick for a performance & book signing, Pop-up Physics and EPIC trainings on Social Media Safety and Babysitters course. Programs in August included a performance by The REV Theatre “The Fisherman and his Wife”. Cap’n Dave performed a magic show at DB’s Gazebo, a presentation of the water cycle by a Cayuga County 4-H representative. Programs in June, July & August included Lego Club, Stories with Simcha, Family Story Time, Toddler Rhyme Time and a Craft Day.
- The Summer Reading program ended August 13<sup>th</sup>.

\*Motion to approve the Director’s reports for the months of June, July & August by Bob, 2<sup>nd</sup> by Paul, all in favor.

**Committees:**

**\*Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer, Samantha Black and Linda Quinn

- Samantha presented the Display/Exhibit Space Rules of Use, Display/Exhibit Space Application, Art Display Space Rules for Use, Art Display Disclaimer, Gift Policy, and Statement of Physical Property Donation polices for review. The Policies were reviewed by the Committee prior to the meeting, noting no changes. After a motion was made by Sarah, 2<sup>nd</sup> by Bob, the Display/Exhibit Space Rules of Use, Display/Exhibit Space Application, Art Display Space Rules for Use, Art Display Disclaimer, Gift Policy, and Statement of Physical Property Donation polices were approved as presented.

**\*Buildings and Grounds:** Ted Ball, Don Burdick and Paul Reichhart

- The committee is working to find someone to repair the Window.
- Don has been in contact with Joe Scott regarding the rebate from the HVAC installation. The paperwork has been complex but Joe believes we are nearing the end. Don will continue to check-in with Joe.

**\*Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Samantha Black and Linda Quinn

- The finance committee will meet in October and present the 2022 budget draft at the November board meeting.

**\*Fundraising:** Bob Kelley

- Lawn signs continue to do well.
- There are many bricks that were misprinted on one side. Discussions were held on expanding the brick garden, potentially using the backside of the brick. In the past, donors who contributed a larger amount received an engraved brick to place in the garden.

The next meeting is **October 13, 2022 at 6:30 PM.**

At 7:35 P.M., Don moved to Adjourn, 2<sup>nd</sup> by Chris. All in favor.

Respectfully submitted by Sarah