

Weedsport Free Library
Regular Board Meeting Minutes
Date: 10/13/2022

Present: Ted Ball, Wendy Bannister, Don Burdick, Chris James, Megan Quill, Kimberly Springer, Samantha Black and Linda Quinn

Present via Zoom: Sarah Pickering (8589 Jericho Rd. Weedsport, NY)

Absent: Bob Kelley and Paul Reichhart

-Meeting called to order by Wendy at 6:35 P.M.

-Secretaries Report: Sarah Pickering

*Under the Finance / Long Range Planning Committee -- add Megan and remove Linda.

*Motion to approve the September 2022 Board meeting minutes, with the correction discussed, made by Kimberly, 2nd by Chris, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report –Revenues for the month of September were slightly up from expectations. We continue to receive funds from Amazon Smiles and the sale of Library signs. Expenses were less than expected. Overall, a quiet month as far as budget related items. Motion by Chris, 2nd by Don, all in favor.

* The Village of Weedsport is accepting the 2023-2024 funding requests. The Board discussed requesting a 2% increase for 2023 due to increased costs related to inflation and budgetary expenses. The increase is also consistent with the library's funding request from the Town of Brutus. A motion was made to request \$17,289 funding for the Library in 2023-2024 from the Village of Weedsport by Chris, 2nd by Don, all in favor.

*The Driveway was paved and sealed in the beginning of October. A motion was made to pay for the sealing of the driveway with Reserve Funds in the amount of \$2,200, made by Don, 2nd by Megan, all in favor.

*Samantha discussed the Jr. Friends of the Weedsport Free Library group has dissolved and noted the group has funds in a restricted account. After discussion, a motion was made to merge the Jr. Friends restricted funds with the restricted funds of the Friends of the Weedsport Free Library by Kimberly, 2nd by Chris, all in favor.

*Wendy shared Assemblyman Manktelow notified us the Construction grant submitted last Fall had been approved and the library would be receiving \$33,812 for the HVAC system that was installed late 2021. The Board thanked Wendy & Cheryl for their work on the grant submission.

Director's report: Samantha Black

- Patron visits & circulation continue to increase compared to 2021, however still slightly down from pre-covid.
- Meeting room has been used throughout the month.
- On Friday, October 21st from 3pm-7pm, the library is having it's fall Open House. Patrons are encouraged to pick-up a pumpkin before October 19th to decorate for the Open House. The

library will be showing "Hocus Pocus" starting at 4pm. 1 bag of used books for \$3. Cider and Donut holes provided.

- Donations are being collected to support the Finger Lakes SPCA of Central New York.
- The library is hosting a Fall Painting Class led by Nikki Biel Designs to be held on October 14th from 6pm-8:30pm. Samantha noted 17 community members have registered.
- The Finger Lakes annual meeting is scheduled for October 14th from 10am – 11am via Zoom. Each member library must have at least one voting trustee in attendance. Wendy confirmed she would be able to attend. All other Board members are encouraged to join.
- With the donation from the Cayuga County's National Alliance on Mental Illness, we purchased two Discovery Backpacks with mental health and wellness books and activities for children to borrow. Kimberly suggested setting up a class for parents to provide insight on the materials included in each backpack.
- Samantha mentioned a contractor had approached her asking to use the meeting room to offer a 4-hour class to provide CPR and red cross trainings. The contractor would be charging participants and would be responsible for the advertising. The Board discussed these classes would benefit the community. The Board also requested the classes not interfere with any other groups that use the library's meeting room.
- Kimberly asked about holding a larger event at a different space to accommodate larger groups. The library's insurance was discussed and would not cover outside of the library building. Local churches were suggested as an option.
- Kimberly expressed interest in putting together a monthly social event to bring together the community to discuss favorite books. She mentioned craft stations to occupy children while adults socialized.

Children's Programs: Linda Quinn

- Linda visited the Cortland member library to attend their baby story time.
- Samantha noted the community recently praised Linda on Facebook's Weedsport Community Connection page. Community members had commented how engaging Linda made the Toddler story time.

Chris moved to accept the September 2022 Director's report, 2nd by Ted, all in favor.

Committees:

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

- The Computer Use Policy, Internet Use Policy and the Wireless Internet Policy were reviewed and discussed. Several minor changes were suggested but nothing of content. Wendy requested the final drafts of the policies be presented at the next meeting for approval.

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

- Paperwork has been completed for the HVAC rebate. Waiting on the next steps.
- HVAC maintenance proposal was discussed. The quote asked for \$1,250 which included two maintenance visits per year. Wendy mentioned this expense would be considered in preparing the budget.
- The roof may need to be replaced in the near term as Samantha's office was leaking.

- Don suggested hanging the NYS flag in the meeting room with the American flag.
- We are expecting the replacement of the larger window will be a bigger expense. We also will need to replace the door as the lock is not working properly.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Samantha Black

- The Long-Range Plan was discussed and reviewed. Minor changes were suggested. A motion was made by Don, 2nd by Chris, to approve of the 2022 – 2027 Long Range Plan with the changes discussed.

***Fundraising:** Bob Kelley

- Library apparel was discussed.

Next meeting will be November 10, 2022 at 6:30 PM.

At 7:49 P.M., Don moved to Adjourn, 2nd by Kimberly. All in favor.

Respectfully submitted by Sarah