

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 12/14/2023

**Present:** Ted Ball, Wendy Bannister, Lorrie Bradtke, Don Burdick, Sarah Pickering, Megan Quill, Paul Reichhart, Nicole Quinn, Crystal Batson, Lindsey Gerstenslager and Mary Anna LaFave

**Absent:** Chris James and Kimberly Springer

-Meeting called to order by Wendy at 6:31 P.M.

**-Secretaries Report:** Sarah Pickering

\* The November 2023 meeting minutes were reviewed. A motion to approve the November 2023 Board meeting minutes, by Paul, 2<sup>nd</sup> by Ted, all in favor.

**Public Expression:** Lindsey & Mary Anna both introduced themselves. They are interested in joining the Board in January 2024.

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

\*Income Statement Summary report – Revenue and Expense activity was reviewed for the periods ending October 2023 & November 2023. October was a quiet month noting minimal activity. In November, the School District funds of \$88,058 were received. Overall, we are in good shape going into year-end. Megan noted the energy bill is likely to increase as we enter the colder season.

\*Motion to approve the October 2023 & the November 2023 Treasurer's reports by Sarah, 2<sup>nd</sup> by Paul, all in favor.

**Director's report:** Nicole Quinn and Crystal Batson

**Director's Report:** Nicole Quinn

- Patron visits, new cards, circulation & digital downloads were down from the prior month. This trend is consistent with prior years for the same month.
- The program room was actively used. The Artist Group (4 times), Senior Cinema, Chair Yoga (5 times), WCS Speech Therapy (7 times), Rhyme Time (4 times), Writers Group, Girl Scouts, CSCAA (4 times), Friends of the Library represent a sample of groups that used the room this month.
- Senior Cinema- 9 attended
- Book Club- 9 attended
- Nicole attended the FLLS Director's meeting on 11/9 and the FALCONS meeting on 11/16. The IT Director position has not been filled. Due to limited resources of installing computers in surrounding libraries, it is uncertain when the library will receive the two new computers.
- Nicole attended the Library Road Trip meeting on 11/30. This will be a summer program that provides incentives for patrons to visit other libraries in New York State.
- Nicole met with Heidi Eckerson on 11/30 regarding the Solar Eclipse partnership with Weedsport Central School District.
- The library currently has three copiers/printers, however only two machines can be serviced. Nicole is getting quotes for new service providers.
- Nicole is working on Library Aid evaluations for January 2024.

- 2023 Trustee Handbook was offered to the 2024 board member candidates as well as all current board members.
- The board was reminded of the continuing education board requirements due on 12/31/2023. Nicole asked the board to send information on the training taken to support the 2-hour education requirement. Nicole also asked the board to send her support for training taken related to sexual harassment prevention as required by NYS.
- Nicole discussed the 2024 holiday schedule. Based on discussions held, the Policy and Procedures/Personnel Committee may need to revisit the holiday paid days off listed in the policy. The Board agreed to follow the policy for the 2024 holiday schedule.

**Children's Programs:** Crystal Batson

- Rhyme Time is continuing weekly with an average of 6 children per session. The Thanksgiving Rhyme Time was held on Thursday, November 16<sup>th</sup> with 9 children and 9 adults in attendance.
- Children's Book Week took place from November 6<sup>th</sup> through November 12<sup>th</sup>. On showcase was a display of classic children's books with balloons, stuffed animals, and laminated pictures of beloved children's book characters. Official coloring pages and activity sheets printed from the "Every Child a Reader" website was made available.
- Autumn themed Take and Make Crafts were made available for children.
- Crystal attended the virtual meeting of the Member Library Support Group on Tuesday, November 14<sup>th</sup>.
- Managa Club was held on Thursday, November 16<sup>th</sup> with 2 in attendance. It has been decided to open up the Manga Club to ages 10 to 18.
- Lego Club was held on Thursday, November 30<sup>th</sup> with 8 children in attendance.
- Pokémon Club likely to begin in January 2024.

\*Motion to approve the Director's report for the month of November by Megan, 2<sup>nd</sup> by Don, all in favor.

**Committees:**

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

- Wendy completed Nicole's sixth month review and provided it to the Board for their input. Wendy will provide Nicole her evaluation by December 20<sup>th</sup>.

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

- *Rebates* – Wendy & Don had a conference call with Joe from Woodcock and Armani. Joe noted he had been working with someone from NYSEG however made little progress. Due to the NYSEG employee's departure, a new representative from NYSEG was assigned to our request. Shortly after, we received confirmation that we would be receiving the rebate.
- *Parking*- signs are up in the parking lot to give the village space to put snow when it arrives.
- *Damage to Building* – the insurance company has sent Nicole the check to begin the repair work to the library. The contractor is expected to begin repairs the week of December 18<sup>th</sup>.
- Don has requested a quote to replace one of the windows.

**\*Finance/Long Range Planning:** Wendy Bannister, Chris James, Megan Quill and Nicole Quinn.

- Nicole provided the 2024 Proposed Budget for the Board's review noting the budget gap considerations discussed at the November meeting had been incorporated into the budget.

Several additional changes were discussed to the 2024 Proposed Budget including:

- Increasing the Copier Lease line item from \$828 to \$1,000 due to switching vendors and likely paying a higher cost.

- Considering the change to the copier lease line, the total 2024 proposed budget expense would increase from \$142,745 to \$142,917, noting an updated budget surplus of \$1,406.

- It was also suggested to separate library supplies into two subcategories. Categories to include children's crafts and library supplies.

\* Motion to approve the 2024 Proposed Budget incorporating the changes noted above, by Sarah, 2<sup>nd</sup> Paul, all in favor.

\* Motion to approve moving \$75,000 from the Reserve funds to a 13-month Certificate of Deposit at Key Bank earning at least 5% interest during this period, by Paul, 2<sup>nd</sup> by Don, all in favor.

**\*Fundraising**

- The Tribute Tree is in the lobby for the holiday season.

The next meeting is the Annual meeting – **Thursday, January 25, 2024 at 6:00 PM**, followed by the regular January meeting.

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

Respectfully submitted by Sarah