

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 2/16/2024

**Present:** Ted Ball, Lorrie Bradtke, Don Burdick, Sarah Pickering, Megan Quill, Nicole Quinn, Crystal Batson, Chris James, Lindsey Gerstenslager and Mary Anna LaFave  
**Absent:** Kimberly Springer

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

**Secretaries Report:** Mary Anna LaFave

- The January 2024 meeting minutes were reviewed. A motion to approve the December Board meeting minutes by Don Burdick, 2nd by Megan Quill.

**Public Expression:** none

**Treasurer's Report:** Megan Quill

- A good start to the year
- Restricted income from Gazebo came from the town.
- Investment from CD should yield a little more than 5%- waiting on the statement.
- Balance sheet may change due to a deposit- awaiting the source of this deposit.
- Motion to approve Treasurer's Report by Chris, 2nd by Ted

**Director's Report:** Nicole Quinn

- New Column on Library Statistics: *Website Traffic* with 761 visits.
- The program room was actively used. The Artist Group (4 times), Senior Cinema, Chair Yoga (5 times), WCS Speech Therapy (9 times), Writers Group (2), Book Club, Knitting Group, Board Mtg, Rhyme Time (2 times), Manga Club, Lego Club, CSCAA (Pat Marren-CAP-4 times, Girl Scouts (1/15, 1/18), Fire Auxiliary, Arby's (1/ 2), Pokémon Club (new offering)
- Senior Cinema: (1/2) with 14 in attendance
- Writers Group: (1/ 8) Guest Author with 12 in attendance.
- Memorial Donation: Eileen Cichello (well received!)
- Book Club (1/ 5) with 4 in attendance (pushed back due to weather)
- FLLS Directors Mtg (1/11)
- Implemented new Library Hours on January 15th, smooth transition with only 1 complaint
- Met with Jeaneatte Peterson (1/15) in regards to Ben Peterson's Memorial Fund
  - (\$1,093.80) Possible use of funds: set up small conversation area with two chairs/small couch with coffee table with memorial sign and/or more books added to Adirondack Collection
- Met with Amy (1/23) from Port Byron Library about Summer reading Program Strategies
- Met with Joe from Xerox (1/23) in regards to our contract
- Met with Erica from Key Bank in regards to KeyBank Foundation Grant (1/22)- in process on Nicole's end. Nicole is filling out application for Summer Concert Series Grant (\$1,000)
- WCS Solar Eclipse Committee Mtg (1/30): Community wide event held on the new field
- Getting quotes from new service provider for library/printer copiers
- Explain finances (Plan & Print and Toshiba)
  - Nicole is leaning towards Plan & Print (still no response from Xerox)
  - \$750 budget normal was not for purchase of printer but for revenue- correct number is \$134 monthly for printer usage. Plan & Print charges \$130 per month with a quarterly charge per copy
- Developing & Implementing new adult program called *Coffee & Conversation* beginning March 4th (replacing Artist Group)
  - \$100 for start up of group
  - Nicole will provide "conversation cards"
  - Goal is 6-8 people in attendance
  - \$2 donation per cup of coffee

- Program Room Usage policy/procedure
  - Procedure has not been followed- procedure will now be implement in two ways
    - Form with link OR paper copy will be provided for potential room usage
    - Rules & Guidelines will be posted on both forms and on the library webpage
    - Form/Paper copy must be approved before confirmation.
- NEW YORK STATE ANNUAL REPORT
  - 2023 with termination as discussed. Nicole will send the report to FLLS for approval.

**Children's Programs:** Crystal Batson

- Rhyme Time restarted on January 18th after a two-week break and is continuing weekly with an average of 7 children per session.
- Crystal attended the virtual meeting of the Member Library Support Group on Tuesday, January 16th.
- Manga Club was held on Thursday, January 18th with 4 in attendance. It was noted at this meeting that if attendance does not increase at the February session, the February session would be the final meeting of Manga Club.
- Lego Club was held on Thursday, January 25th with 11 children and 5 adults in attendance.
- The inaugural meeting of Pokémon Club was held on Monday, January 29th with approximately 50 people in attendance. Children and parents present at Pokémon Club were all incredibly enthusiastic and absolutely thrilled at having a place where they could share their love of Pokémon and meet up with and make friends.
  - Lindsey was present as well and helped run games
  - Parent/Guardian need to stay with their child for the duration of the program
  - Program room exceeded capacity for this program. Will need to utilize the main library as well. Program room capacity is 29 people
  - Weedsport CSD sent out a Parent Square message to promote the program
- Motion to approve Director's report by Megan, 2nd by Chris.

**Committees:**

**\*Policy, Procedures, and Personnel:** Sarah, Chris, Kimberly, Nicole and Mary Anna

- none

**\*Buildings and Grounds:** Don, Ted, Lindsey, Nicole

- Building Damage: project is nearing completion- projected date of completion is 2/23
- We need to investigate how long we need to wait to replace the HVAC unit.
- The contractor is working to replace a window (estimated cost is \$1,000)
- REBATES: no check yet- message left for Joe Scott
- Parking lot lights replaced: replacement lights are LED (less power usage), cost about \$40 per light.
- Handicap Parking sign: information was provided at the last meeting for a sign from Granger. (Item #448f11- post \$225.84, Item #448x34 sign \$50)
- The team is working to repair ceilings in library area and Nicole's office (old water damage)
- Working on a plan to clean walls and floors of restrooms before fresh paint and replacement of the mop board.
  - Lindsey plans to paint bathroom 1 in March, bathroom 2 in April
- Gender neutral signage will be updated. Nicole will print and laminate signs
- C&L carpet cleaning quote: Program room- \$110 to clean carpet
  - Nicole will get quotes for the rest of the library
- Gift card for John Abrahams: purchased and delivered.

**\*Finance/Long Range Planning:** Sarah, Megan, Nicole, Chris

**\*Fundraising:** Lorrie, Kimberly Nicole

Lorrie will bring information on geraniums to our next meeting.

The next meeting is Thursday, March 14 at 6:30 P.M.

At 7:15 P.M. Don moved to Adjourn, 2nd by Lindsey. All in favor.

Respectfully submitted by Mary Anna LaFave