

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 11/13/2023

**Present:** Wendy Bannister, Lorrie Bradtke, Don Burdick, Sarah Pickering, Paul Reichhart, Nicole Quinn and Crystal Batson

**Present via Zoom:** Megan Quill at 2802 Turnpike Rd., Auburn, NY, and Kimberly Springer at 2517 Denman Rd., Weedsport, NY.

**Absent:** Ted Ball and Chris James

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

**-Secretaries Report:** Sarah Pickering

\* The October 2023 meeting minutes were reviewed. Motion to approve the October 2023 Board meeting minutes, by Paul, 2<sup>nd</sup> by Don, all in favor.

**Public Expression:** None

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

\*No reports to present. The financial reports for October & November 2023 will be presented at the December 2023 meeting.

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

**Director's Report: Nicole Quinn**

- Patron visits, new cards & digital downloads were up from the prior month. Circulation slightly declined. Nicole plans to look for any trends comparing the figures by month and year-over-year.
- The program room was actively used. The Artist Group (5 times), Senior Cinema, Chair Yoga (3 times), WCS Speech Therapy (6 times), Rhyme Time (4 times), Writers Group, Book Club, CSCAA (4 times), WellCare Medicare Presentation represent a few groups that used the room this month.
- Senior Cinema- 11 attended
- Book Club- 8 attended
- Finger Lakes Library System Annual Meeting held on October 13<sup>th</sup>.
- The Great Give Back was held the week of October 16<sup>th</sup>. Ten bags of food were donated to the food pantry.
- Time was spent preparing the Friend's of the Library annual mailing.
- Preparations for the holiday raffle are underway. The Tribute Tree was discussed.
- Nicole is looking for a Board approved policy noting paid holidays & observances. The library is normally closed the day after Christmas. The Board agreed to close the day after Christmas to be consistent with prior years.
- In the process of implementing an electronic holds process in Polaris.
- Nicole attended a FLLS Director's meeting where they discussed installing a Narcan dispenser at local Libraries. The county is providing the Narcan dispensers for free. The county also offers

staff training which the Board all agreed would be needed. Nicole mentioned the Library would need to notify the county on the quantities used.

- Nicole joined the Library Skills Academy four times during the month. She also took a webinar on Collection Management 101.
- We have two Board members leaving in January; Wendy Bannister and Paul Reichhart. Chris James and Don Burdick have agreed to second terms. Lindsey Gerstenslager and Mary Anna LaFave have both agreed to join the Board to fill the positions in 2024.

#### **Children's Programs:** Crystal Batson

- Rhyme Time is continuing weekly with an average of 5 children per session. The Halloween Rhyme Time was held on Thursday, October 25<sup>th</sup> with 7 children and 8 adults in attendance. Children in costume walked around the library in a "parade". Crystal handed out candy at the end of the session.
- An autumn themed Take and Make Craft and a Halloween themed Take and Make Craft were made available for children.
- Manga Club was held on Thursday, October 19<sup>th</sup> with 2 in attendance. The group began planning an original manga story. The group reviewed what was written so far for an original manga story. Lowering the age level was discussed to allow additional patrons that may be interested.
- Lego Club was held on Thursday, October 26<sup>th</sup> with 3 children in attendance.
- Crystal attended multiple webinars including *30 Favorite Storytime Books and How to Use Them*, *Cultivating Antiracist, Antibias Workplace through the Development of Cultural Competence*, *Helping Libraries Plan for Programs using the Performers and Programs Database* and *The Fight Against Book Bans*.
- Crystal spoke with Madison Leidel, Family Engagement Librarian at Seymour Library, about her experiences starting, developing, and running Pokémon themed children's programming. Ms. Leidel provided resources to help us start our own Pokémon Club at Weedsport for children and teens.

\*Motion to approve the Director's reports for the month of October by Sarah, 2<sup>nd</sup> by Paul, all in favor.

#### **Committees:**

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

- Nicole plans to conduct staff evaluations the 1<sup>st</sup> week of the year. Wendy also noted Nicole's sixth month review is due on December 20<sup>th</sup>.

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

- *Parking Lot* – We have decided to postpone the job until spring due to the winter weather conditions. The contractor agreed with this decision and noted the parking lot will have a better chance to cure. The price of the asphalt may increase due to the asphalt index tax. The contractor's price however will not change.
- Back building damage from car- This project is slowly moving along. Progressive agent spent 45 minutes at the library assessing the damage. Nicole provided pictures of the damage and

quotes received from two masons. We are hoping to get approval and move forward with the repair soon.

- Looking to purchase two “No Parking” signs for the parking lot to protect the French drain when the lot is plowed.
- Don cleaned the outside flower beds around the library.
- John Abraham, an electrician the library has used over the years has never charged the library for his labor. Don requested that we consider purchasing a gift card for him and his wife to use at a local restaurant. Wendy asked to vote on this at the next Board meeting.

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

- The finance committee met on October 24<sup>th</sup> to develop the 2024 Financial Budget.
- Nicole provided the 2024 Proposed Budget for the Board’s review. Several changes were suggested for the upcoming year.
  - Move \$75K from the Restricted Savings account to a higher earnings time deposit (yield likely around 5%). Specifically, \$60K would come from Building Maintenance and \$15K from Capital Improvement. Term of 13 months was preferred.
  - Reducing library hours by one hour Monday – Thursday (closing at 7pm rather than 8pm). Adding 30 minutes on Fridays to allow the library to be open when the kids from the High School are dismissed (opening at 2:30pm rather than 3:00pm).
  - Moving to a 3-Year audit cycle will save \$1,800 in 2024. As the Weedsport Free Library is not considered a large library, an annual audit is not required.
  - Switching to a cash back credit card would increase revenue by \$120 per year.
  - Collecting the expected rebates on the flex units and boiler would likely cover the deficit in 2024.
  - The Friends of the Library agreed to increase their donation from \$2,500 to \$3,000.
  - FLLS to provide \$2K to purchase books.
- The Final Budget will be presented for approval at the next meeting.

**\*Fundraising**

- The library will have a table at the Weedsport Winter Festival held on December 10<sup>th</sup> at the High School.

The next meeting is **December 14, 2023 at 6:30 PM.**

At 8:05 P.M., Don moved to Adjourn, 2<sup>nd</sup> by Paul. All in favor.

Respectfully submitted by Sarah