

Weedsport Free Library
Regular Board Meeting Minutes
Date: 9/14/2023

Present: Wendy Bannister, Lorrie Bradtke, Don Burdick, Chris James, Sarah Pickering, Megan Quill, Nicole Quinn and Crystal Batson

Present via Zoom: Kimberly Springer at 2517 Denman Rd. Weedsport, NY

Absent: Ted Ball and Paul Reichhart

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

-Secretaries Report: Sarah Pickering

*Motion to approve the June 2023 Board meeting minutes by Megan, 2nd by Chris, 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 2023 & July 2023. Revenue during the two periods came from the Field of Honor donations, lawn sign sales, Arby's fundraiser, funds received for the gazebo summer concert series and funds received from a grant. Expenses included gravel to improve drainage, testing of the alarms, two computers and expenses related to the summer concert series.

A breakdown of the reserves was reviewed noting \$81,505 set aside for Building Maintenance, and \$46,908 for Capital Improvements. All obligations have been fulfilled with regards to the brick garden.

*Motion to approve the June & July 2023 Treasurer's reports by Sarah, 2nd by Don, all in favor.

Director's report: Nicole Quinn and Crystal Batson

Children's Programs: Crystal Batson

- Crystal met with elementary classes in June. Each class received a read-aloud, "All Together Now" bookmark, and a Summer Reading 2023 schedule. PreK did a craft, 1st through 3rd grades participated in scavenger hunts, and 4th and 5th grades had a book discussion.
- The Summer Reading registration for the "All Together Now: Kindness, Friendship, Unity" program began June 26th. Children received reading logs and punch cards. Each child who registered received a new Scholastic book and a children's book from the book sale. The purchase of the books from Scholastic was funded by the Bernard Carl and Shirley Rosen Library Fund. Children who registered were also able to contribute to a "Paper Chain of Kindness" craft that decorated the library, as well as decorate a puzzle piece from a "Collaborative Puzzle". 89 children registered for the program.
- Programs in July included "All Together Now with Captain Jack" which consisted of a performance, read-a-loud, songs, and a craft. 24 children and 17 adults attended. Programs in August included "Bedtime Stories", Kids Craft Day, and a performance by The Rev Theatre Co. of "Aesop's Fables: On Stage!". "Bedtime Stories" consisted of a pajama story time and a stuffed animal sleepover; 12 children and 9 adults attended. Kids Craft Day was facilitated by Mickey Brown and participants made suncatchers; 11 children and 5 adults attended. At the Rev

Performance, 39 children and 21 adults attended. Programs in July and August included Family Story Time, Manga Club, and Lego Club.

- The Summer Reading Program ended August 19th.
- Crystal attended the virtual meetings of the IDEA Committee on May 25th and July 20th, as well as the virtual meetings of the Member Library Support Group on June 13th, July 11th and August 8th.

Director's Report: Nicole Quinn

- Patron visits & new cards were comparable to pre-covid numbers for the months of June, July and August.
- Nicole attended multiple trainings including topics of Board Director Relationship, Member Library Support Group, Polaris Training, New Director Training, FLLS Director's Meeting, FALCONS meeting, Director Evaluations: A workshop for Trustees & Directors and Community Reports 101.
- Senior Cinema- 9 attended in July & 6 attended in August.
- Book Club- 9 attended in July & 9 attended in August.
- Gazebo Concerts- 85 attended the Loren & son LJ Barrigar concert. 35 attended the Cadleys concert. 11 attended the Ende Brothers concert (at the library). 18 attended the Lock 52 Jazz Bank concert (at the library). The last two concerts were held at the library due to poor weather conditions which most likely contributed to the lower attendance.
- Nicole has been working on improving communication both internal & external to ensure everyone is aware of the upcoming events. Nicole reorganized the bulletin board, and the monthly schedule is available at the front desk. In addition to Facebook, Nicole has started sending out e-mail blasts including the monthly schedule & events.
- Nicole is developing a library map to help patrons find books of their preference.
- Nicole started to use One Drive to back-up the Director and the Assistant Director computers. The service is paid for via TechSoup which offers non-profits no cost for the software.
- The FLLS Annual Meeting will be held at the Hilton Garden Inn in Auburn, NY on Friday, October 13th.

* After a motion was made by Sarah, 2nd by Don, the following name will be added as Business Officer to the TCM Bank credit card account: Nicole Quinn. Further, the following name will be removed as Business Officer from the TCM credit card account: Linda Quinn. All were in favor.

* After a motion was made by Chris, 2nd by Don, Madeleine Christoper was appointed as a Library Aide as of July 13th 2023. All were in favor.

* In memory of Eileen Cichello, \$4,320 had been donated in her name. The family requested the funds be used towards a writer's group session and something for the library. Nicole has plans to bring in an author for a writer's group session. Nicole proposed contracting a local woodworker to build a new circulation desk. The new circulation desk would provide the library staff with their own space not permitting patron traffic behind the desk. After a motion was made by Don, 2nd by Megan, it was approved to move forward with obtaining a quote for the purchase of a circulation desk. All were in favor.

*A motion was made by Chris, 2nd by Sarah to increase the Library Aide hours by 4.5 hours. All were in favor. The added hours will be incorporated in the long-range planning document.

*The Town of Brutus is accepting the 2023 funding requests. Last year, the Library had requested a 2% increase, however, due to inflation and overall higher costs across the board, it was agreed to request the same amount as last year. A motion was made to request \$21,137.46 for the Library in

2024 from the Town of Brutus, noting no change from the 2023 request by Sarah, 2nd by Kimberly, all in favor.

*Motion to approve the Director's reports for the months of June, July & August by Chris, 2nd by Megan, all in favor.

Committees:

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

- Wendy confirmed two hours of training is required for all board members before the end of the year, 12/31/2023. Attending the FLLS Annual Meeting in October would satisfy the training requirement.

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

- French Drain- plowing the parking lot this winter was discussed. Wendy knows someone able to plow the parking lot for a reasonable price. Don is concerned about the stone bed being pushed into the lawn. A larger truck also puts a lot of strain on the lot. The purchase of "warning" stakes was considered.

- Gutters were installed on Friday August 19th.

- Gifted Hands repaired the front foyer on August 20th. A quote was obtained to perform work on the rear foyer.

- * A motion was made by Megan, 2nd by Chris to approve Gift Hands contracting to repair the rear foyer and touch up painting for an estimated cost of \$2,000. All were in favor.

- Don continues to discuss the rebates with Joe monthly. No additional information at this time.

- The repairs to the parking lot were discussed. Wendy will be working on the Construction grant to cover this project.

- * A motion made by Sarah, 2nd Chris to approve the assurance for the parking lot project, effective September 1st. All were in favor.

- Conference Room control temperature was discussed. One of the units recently froze and the contractor was able to repair. Vents may be needed to help regulate the temperature.

- There is excessive heat in the attic. Installing exhaust fans in each of the attic areas to push out some of the heat from the attics was discussed. It was suggested to get a quote to include in the 2023 budget.

- Ted completed the Open/Close sign for the front foyer.

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

- The finance committee will meet in October and present the 2023 budget draft at the November board meeting.

***Fundraising**

- Plan to have a table to the upcoming Book Fair at the school.

The next meeting is **October 12, 2023 at 6:30 PM.**

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

Respectfully submitted by Sarah