

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 4/13/2023

**Present:** Ted Ball, Wendy Bannister, Don Burdick, Lorrie Bradtke, Chris James, Sarah Pickering, Megan Quill, Paul Reichhart, Kimberly Springer, Linda Quinn, Nicole Quinn & Crystal Batson

**Absent:** None

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

**-Secretaries Report:** Sarah Pickering

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

**Public Expression:** None

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

\*Budget Income Statement report – Megan presented the activity for January, February & March 2023. In January, the library received funds as part of the capital improvement project. No other significant activity. In February, revenues were higher than budget noting receipts from the bullet aide provided by assemblyman Lemondes as well as general donations, amazon smile donations and t-shirt sales. Insurance expense was higher than budget, however, Megan noted a reimbursement was expected during the year which will help align budget to actual. March was a quiet month. Funds were used to purchase books.

\*Motion was made to approve the Treasurer's report for the months of January 2023, February 2023 & March 2023 by Chris, 2<sup>nd</sup> by Megan, all in favor.

**Director's report:** Linda Quinn

- Patron visits are up quite a bit from the previous 2 months. People are getting into a routine visiting the library more. Circulation was down, new cards & digital downloads were up from the previous month.
- Meeting room is being regularly used.
- Senior Cinema on Tuesday 3/7 featured the movie "The Woman King". (10 attended).
- Book Club was held on Tuesday 3/14 (7 attended).
- Weekly Chair Yoga Wednesday (8 average attending).
- Linda and Crystal attended the Friends of Weedsport Free Library meeting on Wed., March 22 which was held at CJ's Pub & Restaurant.
- Linda attended the "Community Reports" webinar on March 30.
- The library's credit card users were discussed. Cheryl Austin is currently listed as an administrator. Only two users are allowed at one time. Wendy recommended Linda and Crystal have a credit card and be listed as Administrators. Once Nicole assumes the Director position, Linda's card will be deactivated, and she will be removed as Administrator. Nicole can then set-up a card in her name and be assigned an Administrator.
- The Board agreed to the purchase of an open/close sign for the front of the library.
- Linda is in process of applying for the KeyBank Foundation Grant for Gazebo Gatherings.

**Children's Programs:** Crystal Batson

- Baby/Toddler Storytime is continuing weekly with an average attendance of 3-5 children per session. The Easter Storytime and Easter Egg Hunt was held on Thursday, March 30th with 9 children and 10 adults in attendance. Baskets and all egg prizes were distributed.
- Take and Make Crafts were made available for toddlers. The Easter craft was also intended for up to age 10.
- Lego Club was held on Thursday, March 30th with 18 in attendance.
- As part of New York Agricultural Literacy Week, a representative from 4-H visited the library on Friday, March 31 to read "Tomatoes for Neela," by Padma Lakshmi. A gardening activity took place after the read-aloud. Five children and 4 adults were in attendance.
- Crystal attended the virtual "System Collaborative SRP Teen Workshop" on Thursday, March 2<sup>nd</sup> and the FLLS IDEA Committee meeting through Zoom on Thursday, March 23<sup>rd</sup>. Crystal also attended "Representation Matters: Developing Diverse and Inclusive Collections Workshop", hosted by Seymour Library, and toured Seymour Library in person on Wednesday, March 8th.
- The FLLS Summer Reading Planning Meeting was held on Thursday, March 16th in person at FLLS. Crystal carpoled with Amy Lamouroux and Erin Sherman, the Director and Assistant Director of Port Byron Library. Crystal won a t-shirt and a "Lego Mindstorms EV3 Program Box" which will be used in future programming. A "swag bag" of summer reading materials and information was also received at this meeting.
- Crystal submitted a Financial Assistance Application for the REV Theatre's summer performance of "Aesop's Fables: On Stage". The REV will let us know no later than May 8th if funding has been awarded.
- Crystal continues to collaborate with Aja Hahn, Weedsport Central School District Library Media Specialist, on programming for a May reading celebration/challenge, class visits, and promoting the summer reading program.

A motion was made to accept the Director's report, 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 Linda Quinn

- Wendy confirmed two hours of training is required for all board members before the end of the year, 12/31/2023. The 2 hours of training is in addition to the annual sexual harassment prevention training required each year.

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

- The HVAC contractor continues to work on the rebates for the library. The contractor is meeting with a representative from the company that provides the rebates.
- The contractor looked into the noise from the HVAC system. Noise has improved.
- Trees have been trimmed.
- Lawn weed will cost approximately \$80. Possibly purchase mulch for the gardens. Volunteers to weed the gardens were discussed.
- The committee will seek quotes to spray for insects as well as obtain a quote to fix the front entrance.

- The committee will obtain three quotes for parking lot repair. The center section is breaking up and there is sinking in spots.

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

- None.

**\*Fundraising:** Wendy Bannister

- There will be no track & field invitational this year. Wendy will contact Bob Kelly to schedule a date for Arby's to host a fundraiser for the library.

- Lorrie Bradtke suggested a fundraiser working with Bradtke Greenhouses, offering a pre-order of Geraniums to the community. The Board agreed to move forward. Payment will be required when placing the order. Pick-up will be around Mother's Day.

**\*Other Business** – Participation in the Fireman's field Day parade was discussed. The parade will be held June 2<sup>nd</sup>. The summer reading program this year will be Unity & Friendship. Ideas were discussed for the float.

Next meeting is May 11, 2023 at 6:30 PM.

At 7:25 P.M., Sarah moved to Adjourn, 2<sup>nd</sup> by Chris. All in favor.

Respectfully submitted by Sarah