

Weedsport Free Library
Regular Board Meeting Minutes
Date: 3/9/2023

Present: Ted Ball, Wendy Bannister, Lorrie Bradtke, Chris James, Paul Reichhart, Linda Quinn, Nicole Quinn & Crystal Batson

Present via Zoom: Sarah Pickering at 8589 Jericho Rd., Weedsport, NY 13166

Absent: Don Burdick, Megan Quill & Kimberly Springer

-Meeting called to order by Wendy at 6:33 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the February 2023 Board meeting minutes by Chris, 2nd by Paul, all in favor.

Public Expression: None

-Treasurer's Report: Wendy Bannister (for Megan Quill)

*There were no reports to review for the months of January & February 2023. Wendy noted the reports would be ready & available for review at the next meeting in April.

Director's report: Linda Quinn & Crystal Batson

- Patron visits and digital downloads were slightly down from the prior month and digital circulations had slightly increased. Overall, total circulation including digital downloads increased compared to the prior month and prior year for the same period.
- 9 patrons attended Senior Cinema, 11 attended book club & 10 (on average) attended the weekly yoga. Meeting room continues to be used by the community.
- Linda attended the "Annual Report" virtual workshop on the 1st, a one-on-one virtual session with Jenny from FLS on the 8th, and the "Marketing for small libraries" webinar on the 23rd.
- Wendy provided an update on the Construction Progress Report. Don will take pictures of the HVAC system to submit as part of closing out the project.

Children's Programs:

- Baby/Toddler Storytime is continuing weekly with an average attendance of 3-4 children per session.
- Take & Make crafts were made available for toddlers as well as children home from school during the Mid-Winter break.
- Lego Club was held February 23rd. 20 attended.
- Crystal attended the "System Collaborative SRP Children's Workshop" and "How to Make the Most of Virtual School Visits" webinars virtually on Wednesday, February 15th.
- Crystal met with Aja Hahn, Weedsport Central School District Library Media Specialist, on Tuesday, February 28th to discuss collaborating on programming for a May reading celebration/challenge and promoting the summer reading program.
- Share the Love Food Drive was a success. Five boxes were filled.

- Crystal will need a credit card in her name with assuming the Assistant Director position. Cheryl's credit card will be canceled and properly disposed. Linda will continue to use her credit card. There will only be two credit cards in use; one for the Director and one for the Assistant Director.
 - The Cuddy & Ward audit report was provided to members for their review. There were no comments from Cuddy & Ward.
- *Paul moved to accept the Director's report, 2nd by Ted, all in favor.

Committees:

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

- New Trustee Education Requirement was discussed. Wendy & Linda will find out more information about the training criteria, including how many hours are required and the types of training available. An update will be provided at the April meeting.

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

- Wendy reviewed the 5 year plan provided by Don.
- Johnson Control performed a routine inspection on the fire alarm system, including an inspection of the panic pendants. The buttons on the pendants were pushed several times but the police did not come, (as they should have) and no calls were received. Johnson Control said the pendants are not a part of their system. The Board was notified via e-mail and have since approved for the library to purchase new pendants from Herrtronics in Auburn. The expense will be \$30 per month (billed quarterly).
- The HVAC system will be removed from the wall to reduce the loud noise against the building. The expense is expected to be around \$300, which includes the purchase of padding to reduce the noise.

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

- None.

***Fundraising:** Wendy Bannister

- We will continue to sell the t-shirts and lawn signs.
- Wendy will inquire when the Port Byron invitational will be held. Ideally, we would be able to schedule the Arby's Fundraiser on this date.

Next meeting is April 13, 2023 at 6:30 PM.

At 7:05 P.M., Sarah moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah