

Weedsport Free Library  
Annual Board Meeting Minutes  
2021 in Review  
January 27, 2022

**Present:** Ted Ball, Wendy Bannister, Don Burdick, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin, Samantha Black and Linda Quinn

**Absent:** Chris James, Bob Kelley and Kimberly Springer

-Meeting called to order by Wendy at 6:00pm.

**-Secretaries Report:** Sarah Pickering

\*Approve 2021 Annual Minutes to accept by Paul, 2<sup>nd</sup> by Ted, all in favor.

**-2021 Friends Report:** Diane Grant

\*Shared Friends of the Library 2021 highlights. The ongoing book sale continues to be successful to generate income for the Friends. Other fundraisers included the membership mailing, sale of the Library Anniversary Travel Mugs and the Holiday Raffle. A donation of \$3,000 was provided to the Library for the 2021 operating budget. \$1,596 was donated for the Summer Reading program. \$250 was also donated for Linda to purchase the "Take and Make" supplies. Diane highlighted the volunteers who contributed their time each week to ensure the Book Sale was well maintained. Diane also highlighted Barb Gray who put together multiple baskets for the Holiday Raffle. The Friends planned and held a wonderful retirement party for Cheryl at the Springside Inn.

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

\*In summarizing year-to-date, actual to budget, revenues were \$8,500 higher than budget mainly due to donations that were received throughout the year. Other income included revenue from the Field of Honor event. Expenses were also higher than budget due to the heating installation and the increase in salaries. Cheryl stayed on the payroll, working part-time, to help train Samantha as the Library Director.

\*Motion by Sarah, 2<sup>nd</sup> by Don, all in favor.

**2021 Director's report:** Cheryl Austin, Samantha Black and Linda Quinn

- Patron visits and circulation were up from 2020, however we still have a long way to go to seeing pre-Covid numbers.
- Programming was limited due to Covid protocols to keep staff and patrons safe.
- Cheryl had announced her plans to retire in March 2021.
- Heather Christopher, previously served 6 years on the Board, was hired to handle the Bookkeeping function.
- Diana Wendall was hired in April 2021 as the new Director, but left the Library in June 2021.
- Linda Quinn served as Interim Director from June 2021 – September 2021.
- Samantha Black was hired as the new Director and she started October 4, 2021.
- Cheryl has stayed on part-time to help train Samantha as the Library Director.

### **Children's Program Highlights**

- Children Take & Make craft kits were assembled and handed out weekly from January – May.
  - Linda received funding from the Early Literacy Mini-Grant.
  - The “Tails & Tales 2021” Summer Reading Program ran from June 28 – August 14.
  - Summer programs included:
    - o “Read to Rosie” (service dog) program
    - o Two craft programs
    - o Babysitter course hosted by Epic trainings
    - o Live performances were held at Trolley Park including Captain Risk, Dan the Snakeman, and the Rev Theatre Co.
    - o Story time sessions were held at Trolley Park.
  - Lego Club was held once a month in September – December.
  - “Read to Koa” service dog program held once a month in September – December.
  - The “Home Alone Safety Course” sponsored by Epic Trainings was held September 2, 2021.
- \*Motion to approve the 2021 Director's report and Children Program Highlights by Megan, 2<sup>nd</sup> by Don, all in favor.

### **President's Report – Highlights of 2021: Wendy Bannister**

- Two Director Searches were conducted. Hired Samantha Black as Director.
- Worked on the Construction Grant with Cheryl.
- Wendy thanked Cheryl for staying on longer than expected and also thanked Linda for serving as Interim Director.
- Policy & Procedures committee reviewed multiple policies during the year to be compliant with the NYS rules.
- The Building & Grounds committee was instrumental in finding a solution to the heating system. HVAC system was upgraded. Concrete was fixed near the drop box. Lights, water fountain and minor repairs were handled during the year.

### **Board member officers** (secretary cast one ballot)

2022 Officers:            President – Wendy Bannister  
                                 Vice-President- Bob Kelley  
                                 Treasurer – Megan Quill  
                                 Secretary – Sarah Pickering

\*Motion by Paul, 2<sup>nd</sup> by Don, all in favor.

Motion to adjourn at 6:22pm. Motion to accept by Megan, 2<sup>nd</sup> by Sarah, all in favor.

Respectfully submitted by Sarah