

## **Weedsport Free Library**

Regular Board Meeting Minutes

Date: 1/25/2024

**Present:** Ted Ball, Lorrie Bradtke, Don Burdick, Sarah Pickering, Megan Quill, Nicole Quinn, Crystal Batson, Chris James, Kimberly Springer, Lindsey Gerstenslager and Mary Anna LaFave

**Absent:** none

Meeting called to order by Sarah at 6:50 P.M.

### **Secretaries Report:** Sarah Pickering

- The December 2024 meeting minutes were reviewed. A motion to approve the December Board meeting minutes by Lindsey, 2nd by Chris.

**Public Expression:** none

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

- December had normal December activity; a little slower other than other months, but other all good. Book Orders were a little high, but nothing to be concerned about.
- The Tribe Tree brought in a small amount for fund raising (around \$50.00)

### **Director's Report:** Nicole Quinn and Crystal Batson

Director's Report: Nicole Quinn

- The program room was actively used. The Artist Group (4 times), Senior Cinema, Chair Yoga (5 times), WCS Speech Therapy (6 times), Writers Group, Book Club, Knitting Group, Board Mtg, Rhyme Time (4 times), Manga Club, Lego Club, CSCAA (Pat Marren-CAP-4 times), Girl Scouts (12/11, 12/18, 12/21) and the Fire Auxiliary.
- Senior Cinema on 12/5 -5 attended
- Book Club- Cookie exchange on 12/12 -10 attended
- Nicole attended the FLLS Directors meeting on 12/14
- Nicole met with Amy from the Port Byron Library about video surveillance.
- Week of Dec. 4th- library aide evaluations were completed.
- The library currently has three copiers/printers, however only two machines can be serviced. Nicole is waiting on quotes and will purchase a printer under \$750. Motion to pre-approve the purchase of a copier/printer totaling \$750 by Megan, 2nd by Kimberly.
- Nicole is on the Solar Eclipse Planning Committee at WCS preparing for April 8th. Library will provide free glasses for every student at WCS.
- Preparations for the Summer Reading Program are underway.
  - Children's/Adult Summer Reading Challenge
    - Theme: "Adventure Begins at your Library"
- Nicole is also working on:
  - Key Bank Grant
  - Road Trip through the Finger Lakes (FLLS program)
  - FLLS Annual Report
  - Creating relationships with WCS, other FLLS libraries, and community businesses
  - Preparing for Annual Report-stats, financial, programming, etc.
- The board was reminded of the continuing education board requirements. Board members may give Nicole the training certificate for the Sexual Harassment Training if completed through their job. Board members need 2 credit hours to fulfill Trustee Education requirements.

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

- Rhyme Time is continuing weekly with an average of 5 children per session. The Christmas Rhyme Time was held on Thursday, December 21st with 5 children and 6 adults in attendance. Pop-up books were

sung through (Jingle Bells, The 12 Days of Christmas) while attendees shook jingle bells. Each child received a free, wrapped book and a toy from the remaining 2023 Summer Reading prizes as gifts.

- Two different Christmas themed Take and Make Crafts were made available for children and teens.
- A winter holiday picture scavenger hunt/riddle was held during the month of December.
- Crystal attended Winter Fest on Saturday, December 9th to help with the library table and raffle ticket sales.
- Crystal visited Seymour Library on Wednesday, December 13th to attend their Pokémon Club. Seeing how their activities were set up provided valuable insight into how a Pokémon Club could potentially be run at our library.
- Crystal attended the virtual meeting of the IDEA Committee on Tuesday, December 14th.
- Manga Club was held on Thursday, December 21st with 3 in attendance.
- Lego Club was held on Thursday, December 28th with 4 in attendance.

#### **Committees:**

Members of the committees were decided and is as follows:

**\*Policy, Procedures, and Personnel:** Sarah, Chris, Kimberly, Nicole and Mary Anna

**\*Buildings and Grounds:** Don, Ted, Lindsey, Nicole

- Rebates-were approved and check is on the way. Joe will call to inquire about information for when the check is coming.
- Damage to building. Air conditioning unit has been removed and is being stored. Contractor will start work once the temperature rises, concrete does not work when it is so cold. Work should begin by Monday 1/29.
- New quote for the window has been requested. Gifted Hands will be working on this job.
- Gifted Hands have started to repair the damage sustained to the building last fall to the Handicap sign and post.
- Looking into a movable handicap sign.
  - Granger.com. Item number 448f11-post \$225.84. Item Number 448x34 sign \$50.70. Movable sign weighs 38lbs.
- Metal coming off the roof due to wind- should be small/inexpensive fix
- Front sign- Nicole has contacted 3 times.
- Restrooms: updates to consider: new toilets, sinks, fresh paint.
  - Gender neutral bathrooms: Nicole will make new signs
  - Nicole will look into if bathrooms are ADA compliant
  - Nicole will look into any potential construction grants
  - Deep clean of bathrooms needed-special requests to cleaners necessary
- Gift card for John Abraham. Motion to approve \$100 gift card made by Don, 2nd by Lindsey.

**\*Finance/Long Range Planning:** Sarah, Megan, Nicole, Chris

**\*Fundraising:** Lorrie, Kimberly Nicole

The next meeting is Friday, February 16th at 6:30 P.M.

At 7:40 P.M. Don moved to Adjourn, 2nd by Ted. All in favor.

Respectfully submitted by Mary Anna LaFave