

Weedsport Free Library
Regular Board Meeting Minutes
Date: 3/14/2024

Present: Ted Ball, Lorrie Bradtke, Don Burdick, Sarah Pickering, Megan Quill, Nicole Quinn, Crystal Batson, Chris James, Lindsey Gerstenslager, Kimberly Springer and Mary Anna LaFave
Absent: none

Meeting called to order by Sarah at 6:32 P.M.

Secretaries Report: Mary Anna LaFave

- The February 2024 meeting minutes were reviewed. A motion to approve the January Board meeting minutes by Kim Springer, 2nd by Don Burdick.

Public Expression: none

Treasurer's Report: Megan Quill

- Fantastic start to 2024
- NYSEG rebate received & deposited
- Balance sheet updated for January
- Motion to approve Treasurer's Report by Ted Ball, 2nd by Don Burdick

Director's Report: Nicole Quinn

- Circulation is down, Digital overdrive/Libby is up (198 to 260) from last year in Feb
- The program room was actively used: Senior Cinema, Chair Yoga (4 times), WCS Speech Therapy (9 times), Writers Group (2 times), Book Club, Knitting Group, Board mtg., Rhyme Time (3 times), Manga Club (final mtg), Bee Keepers, CSCAA (Pat Marren- CAP-4 times), Girl Scouts (6 times), Fire Auxiliary, Pokémon Club, American Legion, Weedsport Athlete Hall of Fame mtg (new)
- Senior Cinema: 2/6 (attendance 12)
- Writers Group: 2/ 5 (attendance 8) & 2/9 (attendance 7)
- Book Club: 2/13 (attendance 5)
- FLLS Directors Mtg: 2/8
- 2/1 -Directors Annual Report Training
- 2/5 - Annual Report One-on-One Training
- 2/15 - FALCONS Mtg.
- 2/20 - Member Library Support Group
- 2/29 - Homeschools and the Public Library (webinar)
 - How can the library help with this?
- Library Board member training: Sexual Harassment training form & link emailed to members.
 - Turn in training form OR copy of completed course certification through employer

Working On:

- Weeding each collection in the library
- KeyBank Grant (waiting to file 990) (bookkeeper will file)
- Summer Reading Program: scheduling & planning in progress
- Electronic Sign: long process, poor service. Panel needs to be replaced- cost around \$107
- Solar Eclipse School Event: April 8th

- 1200 glasses dropped of at the WCS school, library kept 200 glasses
- Copy Machines should be installed this month: New company "Plan & Print"
 - Current copy machine company: Emails sent to terminate service (3 in total with no response from company). Last day of service 3/31
- New check-out counter should be done by next month
- Geranium Flower/Memorial Day Fundraiser- Flags

Update:

- 2024 Construction Grant has been approved by New York State needing no changes. Moving next to DASNY (Dormitory Authority of NY - The Dormitory Authority of the State of New York provides construction, financing, and allied services which serve the public good of New York State) approval. Money should be coming sometime in June
- Health- appointments

Children's Programs: Crystal Batson

- Rhyme Time (2/1: 6 children, 7 adults, 2/8: 4 children, 5 adults, 2/15: 6 children, 6 adults)
- Valentine's Day themed "Take and Make" craft (12 kits made & distributed)
- Manga Club: final meeting due to low attendance (2/15 : 2 teens)
 - May bring program back in another form in the future: perhaps an Anime watching group
- Lego Club for February canceled since library closed due to inclement weather
- Pokémon Club (2/26: 24 children, 13 adults)
 - One family brought a box of cards to give away for free for anyone attending. They plan on doing the same next session.
- Wrote and submitted 2023 Library Grant Cycle report to the Community Foundation of Tompkins County. Was required to be submitted before we could apply for funding from the CFTC through their 2024 Library Grant Cycle (formerly known as "Rosen Grant")
- Crystal wrote & Nicole submitted 2024 Library Grant Cycle application to CFTC. Requesting \$1865. Funding will cover the bulk of our 2024 Summer Reading programming and supply costs. Expecting a decision of full or partial funding mid-to-late March
- Reached out to Aja Hahn, Weedsport Central School District Library Media Specialist, regarding possible collaboration on 2024 Summer reading programming and class visits. Have not yet heard back

Working on:

- Looking ahead to finalize logistics and needs for the upcoming Summer Reading programming.
- Scheduling the REV Theater Company performance of *The Boy Who Cried Wolf!*
 - Date scheduled: need to confirm Trolley Park
- Ordering relevant materials and books for Pokémon Club and refining program to make best use of our resources and patron needs.
- Developing "Take and Make" crafts for upcoming months.
- Motion to approve Director's report by Megan, 2nd by Chris.

Committees:

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

- none

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

- Building Damage: project nearing completion. Will contact Woodcock to schedule mounting the HVAC unit.

- Our contractor is fixing a piece of metal that came loose on the roof. Due to weather this is taking longer than expected.
- The contractor is also working to replace a window. Trouble getting info from the window contractor.
- Working with Nicole and the front sign people. One of the power boxes is not working. Nicole is emailing pictures to the company for evaluation. Hopefully it will be up and running soon.

On Going:

- Handicap Parking Sign: waiting for the building damage project to be finished.
 - Post \$225.84, sign \$50: Nicole will determine the sign to purchase.
- Grounds team is working to repair the ceiling in the library area and Nicole's office. Contractor asked for the light to be removed in the office to locate the leak.
- Ted & Lindsey are working on a plan to clean walls and floors in restrooms before painting. Ted painted the ceiling in the bathroom on 3/13.
 - Possibly replacing the mopboard. Mr. Clean product was purchased and used to clean the mopboard with good results.
- Signage for both bathrooms need updates - Nicole will print & laminate
- Replacement of the current men's room toilet to match the ladies room: cost \$300.
- Tree trimming has started
 - Large tree needs to be trimmed. Kimberly will ask previous tree trimmer about this task.
- Possibility of installing 2-3 posts outside two office windows to provide protection should any accident happen in the future.
- Bench has been delivered: Nathan will assemble and attach the dedication sign.

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

***Fundraising:** Lorrie, Kimberly Nicole

- Geranium Sale: May 12th for Mother's Day
- Profit is \$2.25 per flower
 - Last years sale was successful
- Forms due May 6th, Delivery to library May 9th
 - Pick up at library times/dates: Thursday and Friday pickup days
- Start advertisements on April 8th
- Purchase extra geraniums for walk-ins

The next meeting is Thursday, April 11th at 6:30 P.M.

At 7:23 P.M. Don moved to Adjourn, 2nd by Ted. All in favor.

Respectfully submitted by Mary Anna LaFave