

Weedsport Free Library
Regular Board Meeting Minutes
Date: 10/12/2023

Present: Wendy Bannister, Lorrie Bradtke, Don Burdick, Chris James, Sarah Pickering, Megan Quill, Paul Reichhart, Nicole Quinn and Crystal Batson

Present via Zoom: Kimberly Springer at 2517 Denman Rd. Weedsport, NY

Absent: Ted Ball

-Meeting called to order by Wendy at 6:38 P.M.

-Secretaries Report: Sarah Pickering

* The September 2023 meeting were reviewed. Wendy requested a change under the Building and Grounds section to acknowledge the village has agreed to plow our driveway this season. Sarah agreed to make the change.

*Motion to approve the September 2023 Board meeting minutes, with the change discussed, by Don, 2nd by Megan, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Income Statement Summary report – Revenue and Expense activity was reviewed for the periods ending August & September 2023. August was relatively quiet. The Friends of the Library donated \$2,500. Other income included funds from the geranium sale and sale of Library merchandise. Expenses under building repairs represented the gutter installation. In September, 90% of the State aid was received. Credit card income of \$220 was received. Building repair expense mostly represented the doors repaired by Gifted Hands. Overall, the Library is spending funds on building repairs, books and licenses. Megan reiterated in both months, expenses are higher than income, however, over the course of the year, we are expecting to receive more income compared to expenses paid.

*Motion to approve the August & September 2023 Treasurer's reports by Chris, 2nd by Sarah, all in favor.

* The Village of Weedsport is accepting the 2024-2025 funding requests. The Board discussed keeping the requested amount the same as the prior year request. The request is also consistent with the library's funding request from the Town of Brutus. A motion was made to request \$17,289 funding for the Library in 2024-2025 from the Village of Weedsport by Paul, 2nd by Sarah, all in favor.

Director's report: Nicole Quinn and Crystal Batson

Director's Report: Nicole Quinn

- Patron visits & new cards were comparable to pre-covid numbers for the month of September. Patron visits dipped slightly from the prior month. Nicole found September is typically slower than other months, potentially related to kids going back to school.
- The program room was actively used throughout the month. The artist group, Senior Cinema, Chair Yoga, WCS Speech Therapy, Writers Group, Book Club, CSCAA, Bee Keepers represent a few groups that used the room.

- Nicole created an electronic calendar to show all upcoming events.
- Senior Cinema- 9 attended
- Book Club- 9 attended
- Met with Amy Lamouroux (Director Port Byron Library on 9/28) – Shared BookPage Subscription.
- Nicole met with Dan Baker from Dan-made regarding the new check-out counter. Dan would like to use Oak wood to match the wood used throughout the Library. Dan offered to accept the funds from the Eileen Cichello memorial funds and would donate the cost of labor and any additional expenses incurred.
- Nicole has been working on improving communication both internal & external to ensure everyone is aware of the upcoming events. Nicole reorganized the bulletin board, and the monthly schedule is available at the front desk. In addition to Facebook, Nicole has started sending out e-mail blasts including the monthly schedule & events.
- Staff have been reorganizing/cleaning the Library to accommodate the book sale.
- Nicole started a new online training called, Library Skills Academy through the New York Library association. There are 54 library employees throughout New York State that take the class. It is a six week training on Tuesday mornings from 9:30am – 11am for \$220.
- Crystal’s annual review was completed.
- The Library is hosting a Fall Open house; called The Great Give Back event. During the week starting Monday October 16th – Friday October 20th from 5pm – 7pm, patrons are asked to bring in food items to the Library to support our local Brutus-Sennett Food Pantry. There will be cider, donuts and we are offering a craft for the children.
- Nicole will look into the cost of purchasing surveillance camera’s to better protect our Library staff.
- We have two Board members leaving in January; Wendy Bannister and Paul Reichhart. Chris James and Don Burdick have agreed to second terms. Nicole will post the need for new Board members online.

Children’s Programs: Crystal Batson

- Rhyme Time began on Thursday, September 21st; 7 children attended. The program is being held weekly.
- Manag Club was held on Thursday, September 21st with 4 in attendance. The group began planning an original manga story.
- Lego Club was held on Thursday, September 28th with 11 children in attendance.
- After the Summer Reading Program ended, there were funds remaining from our Bernard Carl and Shirley Rosen Library Fund grant award. Crystal contacted the Community Foundation of Tompkins County and they approved our request to use the remaining funds for a purchase of Wonderbooks to add to the library’s collection.
- Crystal attended the virtual meeting of the Member Library Support Group on Tuesday, September 12th.
- Crystal attended the virtual meeting of the IDEA Committee on Thursday, September 21st. Jeff Gutierrez, a researcher and knowledge translator at the Research and Training Center on Disability in Rural Communities, spoke about the role of rural libraries in communicating with people with disabilities and other socially marginalized groups.

*Motion to approve the Director's reports for the month of September by Chris, 2nd by Don, all in favor.

Committees:

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

- No items to discuss.

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

- French Drain- Warning stakes were purchased & installed. The village was not pleased about the French drain as they normally plow the snow into the lawn. Blocking off the last two parking spots was discussed.

- The repair of rear foyer and two entrance doors has been complete.

- Don continues to reach out to Joe each month regarding the Rebates.

- The construction grant was approved to repair to back parking lot. The timing of completing the work was discussed as the "Great Give Back" event will be the week of October 18th.

- Don received an estimate of \$1,500 to install a roof fan for both sides of the building to reduce the excessive heat in the attic. The Board agreed to hold off on this repair.

- On 9/30/23, a car hit the front of the building. The person driving the vehicle as well as patrons and staff were not injured. Quotes were obtained from two contractors, noting a range between \$20K-\$30K. Nicole is working with the Insurance agency. She believes the cost of the repairs will be covered.

***Finance/Long Range Planning:** Wendy Bannister, Chris James, Megan Quill and Nicole Quinn

- The finance committee will meet in October and present the 2024 budget draft at the November board meeting.

***Fundraising**

- Plan to have a table at the Weedsport Winter Festival held at the High School.

The next meeting is **November 9, 2023 at 6:30 PM.**

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

Respectfully submitted by Sarah