**Wolcott Public Library**

**Board of Trustees Meeting**

**August 21, 2019**

**Board Members Present:** Terry Van Fleet, Steve Monroe, Deb Hodgson, Ginny Keenan, Director- Dottie Patt

**Excused:** Bob Reed, Bookkeeper-Kristl Spalding **Absent:** Bobby-Jo Mendenhall

**Call to order** – The meeting was called to order at 6:30pm by Steve Monroe.

**Approval of Prior Meeting Minutes** – The minutes from the July meeting were reviewed and approved.

**Treasurer’s Report** – The financial reports for the month of July showed higher than normal expense primarily due to the OWWL fees of $6,576 and Publicity/programs for Summer Reading of $1,055.70 this month. A new report was provided showing the cash position analysis for the library which the Board appreciated. Thank you to Kristl for doing this.

**Circulation report** - The circulation report for July went up to 2334 compared to June at 1756 for physical circulation. Electronic circulation was 174 and 6 for magazines. Computer users was 400.

**Library Manager Report** –

**OWWL2GO Commitment** – Dottie reported that the Pioneer Library System (PLS) OWWL2GO commitment has been signed and sent in. Audio and ebooks overall through OWWL2GO is up 20%. PLS requested $1208 from the Wolcott Public Library to pay for their share of this system. The PLS Ideal amount from our library was $2000. Dottie asked Kristl what we could afford and they decided to send PLS the ideal amount of $2000 this year.

**No Smoking Signs -** The No Smoking signs are installed now per the new policy.

**Staff & Volunteers Non-Discrimination/Harassment training** – Most of the staff and volunteers were provided with training and a copy of the library’s policy on Non-Discrimination/Non-Sexual Harassment on Monday, August 19, 2019.

**Committee reports** – Dottie reported the Summer Reading presentations were not as well attended as in the past. However, the Wondermakers were wonderful on July 15th. The Wildlife Coalition on July 18th had animals and personal stories and Moreland the magician on July 22nd did a great job as did the Cornell Cooperative on July 29th. The presentation, Oils for You and your Pet is being rescheduled. Ginny reported 7 people attended the Turning 65 and Medicare presentation on August 7th and 6 people attended Susan Peterson Gateley’s Women on Water presentation August 12th.

Upcoming presentations:

Monday, 6:30pm, August 26th – Peter Mauhart - Calligraphy

Wednesdays, 3:30pm, Sept 4th – October 9th – Cornell Cooperative – Eat Smart NY

**Old Business**

**Library Five Year Plan –** The draft of the Library Five Year Plan had been sent to the Pioneer Library System for their review. The feedback from PLS was, “Looks fantastic!” They ensured that the strategic plan is in compliance with the new minimum standards. A motion was made by Steve and seconded by Terry to approve the Library Five Year Strategic Plan. Motion carried.

**Lighting Upgrade** - The grant process for the library lighting upgrade is just about done and only requires the Board review and approval of the grant Assurances form as the final item which has been previously reviewed prior to the meeting and signed by Bob Reed, President. The form was reviewed and a motion was made by Steve and seconded by Terry to approve the completed form by the Board. Motion carried.

**Library website** **through PLS –** This was discussed and the next step is for us to give PLS a time and day for the training. Terry will let Dottie know what will work best for her as the leader of this strategic goal and it will then be scheduled. Ginny and two staff will also attend the training.

**New Business**

**Non-Discrimination/Sexual Harassment training for the Board** – This was discussed and it was decided to be held at the beginning of next month’s Board meeting. Staff and volunteers unable to attend the August 19th training will also be asked to attend at the beginning of the meeting for the training.

**Back parking lot** – The small hole in the back parking lot has been patched by AAA Asphalt. The Board then discussed having the asphalt sealed again this year to protect the pavement from the harsh winter weather. Ginny will get quotes for the next meeting.

**Library Financial Audit** – Ginny reported that an article in the LakeShore News mentioned that Raymond F. Wager, CPA, did the financial audit for the NRW Schools this year. They also do the financial audit for the Pioneer Library System and several libraries like the Newark and Ontario libraries. They are willing to come out and give the Wolcott Public Library a proposal to do our audit. Also, Literacy Volunteers has their yearly financial review done by Jack Kosmicki of the Dennis Hayes, CPA office in Geneva. He has done other library financial audits such as Lyons and Geneva libraries. The Board would like the library to get quotes for a financial review as well as a full audit from these two firms.

**Book Festival, October 5th –** Deb mentioned that there will be a Book Festival in Palmyra October 5th and they are looking for volunteers to read for 30 minutes. If anyone is interested, let Deb know.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, September 18, 2019,** at 6:30 p.m.

Meeting was adjourned at 7:25 pm.

Respectfully submitted,

Ginny Keenan