**Wolcott Public Library**

**Board of Trustees Meeting**

**October 16, 2019**

**Board Members Present:** Bob Reed, Terry Van Fleet, Steve Monroe, Deb Hodgson, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

**Absent:** Bobby-Jo Mendenhall

**Call to order** – The meeting was called to order at 6:33pm.

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

**Treasurer’s Report** – Kristl presented some new financial reports including the detail of the expenditures for the board to review and approve, a cash analysis of allocated, operating and cash, and the actual compared to budget. Motion made by Bob and seconded by Deb to approve the financial report. Motion carried.

Also discussed what we can do to get more interest on the money in the bank. Kristl will ask at the bank including any penalties if the library had a need to cash in a CD early.

**Circulation report** - The circulation report for September was 1872 for physical circulation which almost the same as last September 2018, when it was 1865. Electronic circulation was 183 and 2 for magazines.

**Library Manager Report** –

**Tax Cap –** The Tax Cap is recommended to be 2%. The Library has greater needs. Kristl will go online and file as an exemption.

**2020 Proposition Amount** – The draft of the Library’s budget for 2020 was presented. The Board members were asked to review this and make recommendations at the next meeting to finalize it. Discussion will then be held regarding what amount the Library should ask for in the 2020 proposition.

**Windows Active Directory –**The Pioneer Library System (PLS) will install a windows active directory and replace deep freeze. The library computers but will restored every night back to original settings. PLS will have remote access to trouble shoot issues and will do automatic updates. As part of this, PLS recommended three computers be replaced due to age as they are too old and won’t be supported. The Board approved the purchase of the three new computers.

**Committee reports** – **Programs**

The weekly Eat Right NY presentations by the Cornell Cooperative have ended. A total of 54 attendees took part in the programs over the six weeks. The program got excellent feedback and it has been requested to do another similar program in the spring.

The next adult learning presentation will be held on Wednesday, October 26th on Global Warming from 6-8:00pm.

**Old Business**

**Furnace Cleaning –** TheLibrary ‘s furnace cleaning is scheduled for next week.

**Library’s website -** Terry demo’d the new PLS library website for our library at <http://wolcott.lib.owwl.org>

The library’s hours have been added as well as the address, map location, policies, minutes, etc. Users can search for books on the library website as well and can email the library from the website. The email message will go to Dottie. PLS needs to fix the spelling of the library’s name and display of pictures. The Board liked it and Terry plans to have it live by the end of the year.

**Library Financial Audit** – Kristl discussed with the Board that the 2018 financial audit was not put in the budget for this year. She recommends not doing the 2018 financial audit but to budget for a financial audit in 2020 and do it for fiscal year 2019. Bob made a motion to rescind the prior Board decision from the September meeting to do the 2018 financial audit scheduled to be done on October 29, 2019, and to do a financial audit in 2020 for fiscal year 2019. Deb seconded the motion. Motion carried. The 2018 financial audit scheduled for October 29, 2019, will be canceled.

**Lighting Upgrade** – The Library lighting upgrade timeline was discussed. Per PLS we can go ahead and do the upgrade now with the understanding the grant is not approved yet by the state. However, in the past, the energy efficiency grants have been approved. The state will notify the library next spring whether the grant is approved and the funding to the library would then be received in July 2020. The lighting quote was again reviewed showing a 70% savings in the electric costs per year. Bob made a motion, seconded by Terry to approve the use of the allocated funds to pay for the lighting upgrade now. Motion carried.

**Strategic Plan progress report** – The goals were reviewed and several of them had updates of progress made in the past month.

**New Business**

**Gifts Received policy** – The library’s policy was reviewed and a correction to a typo in last line recommended. Terry made the motion and Deb seconded to approve the policy with the correction. Motion carried.

**Emergency Fund** – Kristl recommended the Board discuss having an Emergency Fund for the library. Currently the library has an Unidentified fund of $22,028. There is no designation as to how it is to be used. This fund might be used in the case of some disaster such as the water pipes break, roof leaks, or the school funding is held up for a few months. The Board would need to have a policy for this. The library might want to also have a capital budget fund as well to plan for big expenses such as replacement of the carpet, painting, chair replacement, roof, furnace, etc. We can transfer left over operating funds at the end of the year to the capital fund. Board to think about it and discuss again at next month’s meeting.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, November 20, 2019,** at 6:30 p.m.

Meeting was adjourned at 8:01 pm.

Respectfully submitted,

Ginny Keenan