**Wolcott Public Library**

**Board of Trustees Meeting**

**January 15, 2020**

**Board Members Present:** Bob Reed, Steve Monroe, Terry VanFleet, Director- Dottie Patt, Bookkeeper-Kristl Spalding

Excused: Ginny Keenan

Absent: Deb Hodgson, Bobby-Jo Mendenhall

**Call to order** – The meeting was called to order at 6:40 pm by President Bob Reed.

**Review of Prior Meeting Minutes** – The minutes from the November meeting were reviewed. The December meeting was cancelled due to inclement weather.

**Treasurer’s Report** – Kristl presented the November and 2019 annual financial reports for the board’s review. For 2019, the library income was $130,832.44 which was $1407.44 higher than the budgeted amount, $129,325.00. Net income for the year was $6,991.23. Kristl reported that we received two sizeable donations along with several small donations in December totaling $6,800. The library also received two grants: Literacy Volunteers and OWWL Libraries for Everyone.

**Circulation report** - The circulation report for November was 2148 (up from 1819 in 2018) for physical circulation, electronic circulation was 209 and 4 for magazines. The total circulation for the month was 329 higher than that of November 2018, and the number of computer users was 415, up from 339 in 2018.

**Library Manager Report** –

**Clerk Status –** One of the library clerks is having medical issues and is often not able to work. Dottie has hired Danielle Warrick to help temporarily.

**New Volunteer –** Dottie was happy to report that Donna Roger is a new volunteer at the library.

**Computer Enhancements** – Along with shutting off automatically at closing time, Bob from Pioneer set up the computers to start up automatically just before the time the library opens. This saves time for the staff.

**Fees and Grants Document** – Dottie provided the Pioneer Library System 2020 Fees and Grants document for the board’s review.

**Committee reports** – No committee reports at this time.

**Old Business**

**Library’s website -** Terry reported she has replaced the information about library holiday closings with a post about the library being open on MLK Day, January 20, and President’s Day, February 17. The library weather closing policy is also on the site along with information about preschool story hour and the next blood drive. Terry will check on the possibility of updating the information that is presented when a search is done online via google.com for the library. Adam Keuer from PLS reported that our new site has had 50 hits so far. The direct URL for the website is wolcott.owwl.org.

**Strategic Plan Progress Report** – currently no updates.

**Second Signer for checks** -- Dottie and Bob will set up a time to go to the Lyons National Bank to change the name of the library to Wolcott Public Library on checks. Bob and Steve will also be required to complete signature cards at the bank.

**Library Financial Review** – The review by Mengel Metzger Barr and Co, LLP is scheduled for February 18, 2020. Kristl received an engagement letter and detailed information on what will be included in the audit. She presented these documents and a list of the items required by the auditor for the board’s review. Dottie will check with Ron on whether the report from the review is required to be posted on our website or not.

**New Business**

**Review/Update DVD and Video Game Borrowing Policy** – tabled until the next meeting.

**Yearly Conflict of Interest documents** – tabled until the next meeting.

**2020 Grant Money** – Grant money is available this year for improvements to libraries. Possible projects such as a handicap/automatic door, carpet and elevator were discussed.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, February 19, 2019,** at 6:30 p.m.

Meeting was adjourned at 7:35 pm.

Respectfully submitted,

Terry VanFleet