**Wolcott Public Library**

**Board of Trustees Meeting**

**February 19, 2020**

**Board Members Present:** Bob Reed, Steve Monroe, Deb Hodgson, Bobby-Jo Mendenhall, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

Excused: Terry Van Fleet

**Call to order** – The meeting was called to order at 6:36 pm.

**Approval of Prior Meeting Minutes** – The minutes from the December and January meeting were reviewed. Motion made by Bob and seconded by Bobby-jo to approve the minutes. Motion carried.

**Treasurer’s Report** – Kristl presented the January financial reports including the detail of the expenditures for the board to review and approve.

Based on the outside auditor’s interview yesterday regarding the library’s financial review, Kristl recommended a reconciliation be done of the bank statements, transactions, and financial report at the Board meetings. A Board member will review and initial at each Board meeting going forward starting with this meeting.

Kristl would like a ten-key keypad on the computer or a plug in one. She would also like to have Excel and Word on the laptop she uses. She would turn in the laptop she has been using to have a new one. She is to research what computer she needs and bring it to the next meeting.

Kristl will work on submitting the library’s taxes now that the annual report is done.

**Circulation report** - The circulation report for January was 2832 for physical circulation, electronic circulation for eAudio was 96, eBooks was 207 and 19 for magazines.

**Library Manager Report** –

**NYS Annual Report for 2019** - Dottie shared a copy of the report she and Kristl have completed. A motion made by Bobby-Jo and seconded by Deb to approve the annual report. Motion carried.

**New Volunteer List** – A new list was distributed.

**OWWL Libraries for Everyone Grant** – The library has received a $400 grant to purchases Spanish/English books. Dottie has worked with Literacy Volunteers and based on their recommendations, has ordered the new books for the library.

**Committee reports** – **Programs**

Monday, 2/24 6:30pm Computer Basics 1

Monday, 3/2 6:30pm Computer Basics 2

Monday, 3/9 6:30pm Word Basics

Monday, 3/16 6:30pm Excel Basics

Monday, 3/23 6:30pm PowerPoint Basics

Monday, 3/30 6:30pm Internet Basics

Tuesday, 4/14 6:30pm Defense against Scams, Identity Theft & Fraud

Saturday, 6/6 8:30am AARP Safety Driver Course

**Old Business**

**Library’s website -** Website live thanks to great job done by Terry.

**Strategic Plan Progress Report** – The library’s five-year strategic plan progress report was reviewed. Progress was made in December - January on the following goals: Adult Literacy/Education/Activities using the PLS grant money received and Marketing/Communication.

**Second Signer for Checks** – This is still being worked on by Bob, Steve and Dottie.

**Yearly Financial Review** – The financial review by Mengel Metzger Barr and Co, LLP was done on February 18, 2020. The report of the review is expected in March and if the Board would like Mike DeBadts to come to explain anything on the report, he would be happy to do so at the April meeting.

**Yearly Conflict of Interest documents –** Form distributed and signed by the Board members per the policy.

**New Business**

**Bank Certificate of Deposit –** Lyons National Bank is currently paying 1.5% interest on 6-month CD’s and 1.75% interest on 1-year CD’s. The penalty if a CD has to be cashed in early is one month’s interest. After discussion, a motion was made by Bobby-Jo and seconded by Deb to put the library’s emergency fund money of $25,000, that shouldn’t be used, in a long term CD that pays the most interest and $30,000 from the Operating Savings in a 6 month CD since it won’t be needed in the next 6 months. Motion carried. Bob will go to the bank and have the funds moved into the CD’s to earn more interest than the regular savings account.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, March 18, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:29 pm.

Respectfully submitted,

Ginny Keenan