

## Watkins Glen Library Board of Trustees

### Minutes

January 9, 2019

The Watkins Gen Library Board of Trustees met at the public library on January 9, 2019. Present were: Judith Phillips, Duke Argetsinger, Anthony Fraboni, Stacey Edwards, Maggie Field, Stephen Salino. Absent: No one

Minutes were approved as read. Motion made to accept by Tony, seconded by Maggie. All were in favor.

Treasurer's reports were accepted for December. Motion made by Duke to accept, seconded by Tony. All were in favor.

#### Director's Report

- Received an estimate for roof replacement from Hale Roofing—expected replacement timeframe is 3-5 years. Hale made some repairs to the roof as well.
- Statistics: physical circulation down, digital is up (Freegal way up).
- Stephen will verify the “holds received” and “holds filled” terminology. Holds received is likely items requested and filled by other libraries, holds filled are items from the Watkins Glen library.
- Stephen is looking into coding the hot spots differently so one could be placed on hold, he is also considering making a sign to post outside when a hot spot is available. Currently staff do call patrons if a hot spot is available and they know someone is waiting for it.
- Tree which is shedding leaves and fruit on the condensor units was discussed. It is growing over the roof as well. Stephen will investigate replacing it with shrubs similar to those planted in front of the IMRRC.
- The Community Arts Grant (CAG) was approved for \$4000 for programs and performers. Judy suggested advertising with a press release.
- Judy reminded all that the STLS Foundation grant is due soon. The more tangible and specific item called out in the grant applications generally have a better chance at acceptance. Applying for landscaping improvements seemed like a good fit for this grant application.
- No donation is expected from the estate of Beverly A. Martin (see September 2018 minutes). Her debts exceed her assets.
- It was with regret that Sally Armbruster's resignation was accepted effective January 17, 2019. Various options were discussed for filling the vacancy. It will take some time to fill this vacancy. In order to give Stephen a chance to consider any changes to the position and gain more understanding of the budget a decision was made to try and temporarily fill the vacancy in the short term and revisit the position description, salary, advertising, etc. in March 2019 with the goal of having the position filled by June 2019 when the summer reading programs will kick off.

A motion was made by Stacey Edwards to authorize, for a maximum of 6 months, a temporary children's assistant librarian (10-15 hours per week) within the present budget allocation. Duke seconded. One opposing, rest in favor.

Meeting adjourned at 5pm after motion to adjourn made by Tony, seconded by Duke and accepted by all.

Next meeting is currently scheduled for February 13, 2019 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.