

Watkins Glen Library Board of Trustees

Minutes

December 11, 2019

The Watkins Gen Library Board of Trustees met at the library on December 11, 2019. Present were: Tracy Savard, Stacey Edwards, Duke Argetsinger, Anthony Fraboni, Maggie Field and Judith Phillips.

The minutes from the November meeting were approved as read. Motion made to accept by Maggie, seconded by Tony. All were in favor.

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

Director's Report is attached.

Circulation numbers look fantastic for November. The programming numbers were up as well. There will be a harpist program in February—Tracy is hoping an evening program will draw a large crowd again.

The 9 paid staff holidays 2020 were presented (they are in the director's report). Tim from STLS visited Watkins Glen to assess what changes need to be made to the three workflow computers as we will not be able to continue to run workflow on the Windows 7 computers. All three of the staff computers and monitors need to be replaced at a cost of \$1064 each.

A motion was made by Duke to request that FOWL fund the computer procurement. Tracy will make this request at the next FOWL meeting in January. All are encouraged to attend to offer support. Maggie seconded the motion. All were in favor.

Tracy will talk to STLS about re-imaging the remaining computers so all computers are running Windows 10.

\$104 was donated to the library on FLX Gives Giving Day. Tracy has noted the event in her calendar for next year in order to better promote it.

We received the revised invoice from John Franzese for painting and miscellaneous repairs (\$11,720). Tracy will be paying it, the scope of work and cost was already approved. John had a crew here this week—they repaired the brick walk from the parking lot, addressed the door air leakage and found that the IMRCC thermostat was covered up so heat registers were not opening.

A motion was made by Tony for Tracy to proceed with completing the building maintenance task list in its entirety (the task list is dated Dec 4, 2019 and was presented to the board at this meeting). Duke seconded. All were in favor.

Rockwell museum will be doing a spring break program at WGPL.

STLS will be coming in January and working with Tracy to update the library website.

Tracy reported that Brian at STLS did confirm that sexual harassment training is required for all volunteers. Tracy and John will start doing. Judy pointed out that if volunteers have documented training through another organization then they do not need to be trained again.

Someone has been found to clear snow. A new teen volunteer will be coming in on Friday afternoons and Saturdays. We have some new evening volunteers as well.

Tracy will talk to Harriet Eisman about criteria for memorial plaques. The board would like to adopt a policy on this issue.

Maggie motioned to adjourn, Stacey seconded, all in favor. Meeting adjourned at 4:44pm.

Next meeting is scheduled for January 8, 2020 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.