

Watkins Glen Library Board of Trustees

Minutes

November 13, 2019

The Watkins Gen Library Board of Trustees met at the library on November 13, 2019. Present were: Tracy Savard, Stacey Edwards, Duke Argetsinger, Anthony Fraboni, Maggie Field and Judith Phillips. One community member in attendance.

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

The member of the community requested to speak. She has with a concern about the brickwork. She had fallen on the uneven entrance walk in December 2017 and has noticed that the temporary repairs are failing. We explained that the permanent fix would happen this summer and we will look into additional temporary repairs until then.

Tracy inquired about the printing budget line—it is over budget due to advertising of the Director's position—this is out of her control and she should continue to spend against that line to meet the needs of the library.

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

Director's Report is attached.

Lots of children's programming last month. New maintenance agreement signed with Trane, includes furnace service. Tracy is going to look into reducing pest service to quarterly. STLS will be visiting Watkins Glen to assess what changes need to be made to be able to continue to run workflow on the Windows 7 computers. New census computers were not ordered so all computing needs will also be considered.

Tracy has been going to Watkins Glen Central School District safety meetings. She expressed a concern about locking down the push bar doors. She will look into replacement options.

A discussion of FOWL needing members was discussed. We would like to circulate FOWL newsletter to the patron emails we have collected. Advertise the FOWL January meeting to both the email list and have John send out to the circulation desk volunteers.

Tracy will look into a policy for sexual harassment training for volunteers. Consider whether the STLS videos are adequate and how volunteers should self report on their trainings and what refresher training is required.

The annual financial audit was distributed. There were no findings for the library so no follow up actions.

Tracy will send a press release out so we can get the word out about the new Library Director.

As time allows Tracy will develop policies for Collection Development and Weeding. These are lower priority items at this time of transition.

Maggie was going to ask a student about interest in clearing snow for the library. Tracy was going to talk to the school and see if when the sidewalks were cleared they could do the libraries entrances as well.

Tracy has been popping in evenings and weekends to meet as many volunteers as possible,

The library signed up for FLX Gives Giving day. 3% goes to FLX Gives, the balance to the library. We should consider promoting this better next year.

We cannot locate the max occupancy signage. Tracy will follow up with the school and/or the code enforcement officer.

A motion was made to allow Not To Exceed amount of \$1000 for John Franzese to insulate the raceway under Sam's desk in the IMRCC, weatherstrip the entrance doors, make repairs to the northwest corner of the IMRCC roof. Made by Stacey, seconded by Maggie. All in favor.

Tracy found a discrepancy in the holidays listed on the website and in the staff paperwork. Stacey sent her the previously agreed upon nine holidays.

Meeting adjourned at 5:01pm.

Next meeting is scheduled for December 11, 2019 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.