

Watkins Glen Library Board of Trustees

Minutes

June 10, 2020

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, June 10, 2020. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Gayle Sedlack, Amy Howell. Absent: Anthony Fraboni.

Gayle and Amy discussed best practices for the budget: a budget line should never go to the board with a negative value, the budget must be amended prior to year end, increase both the appropriations budget and revenue when transferring money from reserves, reserves can be included in the next year's budget. Gayle advised the board to track grant aid separately, it does not need to go into the operating budget—revenue and expenditures can be their own project. Tracy will advise Amy or Diana Crane when, in anticipation of line overages, she wants to transfer money from one budget line to another.

The minutes of the May 13, 2020 meeting were reviewed. Maggie made a motion to approve the May minutes and the corrected April minutes, Judi seconded. All were in favor. Judi made two resolutions 1) to move \$4000 from the unassigned fund balance to revenue. 2) to increase appropriations by \$4000 to correct overages.

Treasurer's reports were accepted for May. Motion made by Judi to accept, seconded by Maggie. All were in favor.

Director's Report is attached. Discussion: Digital circulation identical to last month. WiFi log-ins seem very low. The statistics may not be a priority for STLS right now as they are advising on reopening. Tracy is seeing people in the parking lots. Social media: followers are up—we may be reaching an audience that we don't currently see in the library. Active community on Facebook. Excellent virtual book club discussion.

Library is planning for reopening. Ellen and Peggy will be in on June 15 and Alexandra later in the week. July 1 is target to begin curbside. Hope to expand curbside hours if all goes as planned. Calls to the library have picked up and patrons excited to have some services returning. Watkins Glen is coordinating with Montour Falls and Odessa. Discussion of volunteer coordinator and volunteers. Too early to make a decisions about volunteers.

A motion was made by Maggie to provide all employees with two (2) weeks of sick time during the fiscal year 2020-2021 (sick time will be prorated for part time employees). This is to encourage employees to stay home if they are not feeling well. Seconded by Stacey. All were in favor.

Employee agreements will be signed once the outcome of the budget vote is known.

Weeds are coming up through brickwork. We reverse the discussion regarding not having TruGreen spray. Tracy will contact Randy Thorpe to do the walks and plantings.

Maggie motioned to adjourn, Judi seconded, all in favor. Meeting adjourned at 5:19pm.

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

Minutes submitted by Stacey Edwards, Secretary.