

Watkins Glen Library Board of Trustees

Minutes

November 12, 2020

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Thursday, November 12, 2020. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni.

The minutes of the October 14, 2020 meeting were reviewed. Maggie made a motion to approve the minutes, Tony seconded. All were in favor.

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

There was discussion of the treasurer's report. Tracy and Stacey are meeting with Amy Howell next week to understand some financial items. Additional discussion questions:

- 1) Should the brickwork repairs be carried as a project? Why was the repair line allowed to go negative with the payment for the brick work?
- 2) What should be coded as "unclassified revenue?" Seems like there are inconsistencies between donations/fines/ unclassified.
- 3) Typically the entire tax allocation is paid at the beginning of the year. Why only \$126k transferred to library?

Director's Report in attached. Discussion:

Physical and digital circulation are both up over last month. Curbside pick up is going well, holds are down but that is to be expected now that patrons can browse in person. Instagram followers inching up. A third storytime added each week that results in a 32% increase in story time views.

Trying to reach more people by advertising the virtual book club.

Weekly delivery with Lion's Club going well. Slow start but being used.

Reservations for in-library browsing is going well. All are following protocols and social distancing.

Tracy presented some of the stats on library usage, curbside traffic patterns and browsing and computer use patterns.

FOLW will donate \$1400 for Trane service agreement.

Reviewed policy for "Staff Exposure to Covid-19 and Temporary Closure Policy". Discussion about policy and alignment with school, area libraries and STLS. We need to remain flexible as conditions change and more is learned about Covid-19.

Maggie made a motion to accept the policy with the change to 7 day quarantine. Judi seconded. All were in favor.

Building maintenance: With recent heavy rains we had a leak in the children's room. The flashing between the library and IMRRC was repaired in the past and may need to be addressed again. Tracy will contact Hale Roofing. She will also ask them to inspect the roof and estimate remaining life so we can appropriately plan for roof replacement (currently scheduled in FY '23 and '24).

Duct was modified for MERV 13 filters and new filters installed. A manual damper for outside air was added for the library furnace. The damper may need to be closed down more on really cold days.

Ginny Houseknecht was recognized for her generous bequest to the library from her estate.

FLX gives is tomorrow. They do not advise advertising on social media but Tracy has been promoting with signage and flyers in curbside books.

Book cart has been out with books to take for a donation (they were books that were slated for the library book sale that never happened). That is going well. Tracy will promote.

Tracy received jury summons.

Next meeting is scheduled for Tuesday, December 8 at 4:15pm.

Meeting adjourned at 4:52pm.

Minutes submitted by Stacey Edwards, Secretary.