

Watkins Glen Library Board of Trustees

Minutes

December 8, 2020

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Tuesday, December 8, 2020. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni.

The minutes of the November 12, 2020 meeting were reviewed. Maggie made a motion to approve the minutes, Judi seconded. All were in favor.

Treasurer's reports were reviewed for November but salaries, equipment and health insurance were missing from the expenditure report so a request to have the report re-issued was made, will review and approve at January meeting.

The brickwork is in the process of being made into a capital project with its own account. Still shows on treasurer's report for now.

Discussed ordering books, e-books and DVDs. Tracy has been tracking budget with mini audits and realizes she can spend more. Maggie offered to go over some tools and tricks that she uses for school library. STLS also had a recent session. Stacey commented that Carol Franzese had suggested re-forming a book selection committee. They could make recommendations to Tracy on books. Tracy might publicize this to the community and see if anyone was interested.

Director's Report is attached. Discussion:

Interesting that curbside appointments and browsing appointments are both up for the month but circulation is down from October. Perhaps the hoarding mentality is past?

Doubled attendance at virtual book club so recent advertising seemed to have worked.

STLS Directors meeting last week to discuss COVID plans with the holidays. May consider scaling back to curbside appointments only if cases continue to rise. Will serve patrons in some capacity until no longer safe to do so. Staff has been extremely careful—with such a small staff losing anyone really throws the routine.

Tracy has been analyzing traffic patterns and the most popular time is before the library opens. She is considering shifting hours in January to M/W/F 10-5 and T/Th 11-6 to better accommodate patrons. Sundays continue to be slow but hours by appointment are unchanged.

Hale Roofing came in a couple of weeks ago and met with Stacey and Tracy. Stacey made a motion to accept the not to exceed proposal for \$1500 to perform necessary maintenance to extend the life of the roof system another couple of years. Maggie seconded. All in favor.

Reviewed the strategic plan draft. Stacey commented that she liked the format—very readable. Good information.

Tracy has applied for a grant for more hot spots.

273 views for story time last month. Alexandra doing a great job, she always pairs book with an activity. She has been distributing activity packs which are very popular.

Next meeting is scheduled for Wednesday, January 13 at 4:15pm.

Meeting adjourned at 4:46pm.

Minutes submitted by Stacey Edwards, Secretary.