

**WGPL Board of Trustees Meeting
Agenda
August 11, 2021**

1.) Welcome, Kelly!

2.) Approve minutes from July 14 board meeting (Stacey preparing, stay tuned)

3.) Treasurer's Report (incomplete version attached)

4.) Director's Report (attached)

5.) Other Business

- Building Donations Fund annual review (attached)
- Construction Aid application update
- Maintenance update
- Capital project

6.) Upcoming Events

- Orchestra of the Southern Finger Lakes: Pocket Park, Montour, Friday, August 13
- Orchestra of the Southern Finger Lakes: Pocket Park, Montour, Friday, August 27
- Claymation Workshop: Saturday, August 28 from 11am-4pm
- Every Wednesday @ 10am: Storytime
- Every Saturday @ 10am: Storytime
- Fourth Monday of the month @ 7pm: Virtual Book Discussion
- Last Thursday of the month @ 3pm: Tween Book Club

7.) Next meeting: Wednesday, September 8, 2021 @ 4:15pm

Watkins Glen Library Board of Trustees

Minutes

July 15, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, July 15, 2021. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni.

The summer reading program was presented for information only.

The minutes of the July 2021 meeting were reviewed. Maggie made a motion to approve the minutes, Judi seconded. All were in favor.

Treasurer's reports were reviewed. The following issues/clarifications were noted:

- The July IMRCC rent was posted to June. Must be moved to be captured in correct fiscal year.
- Information: "library system grant" we believe is Claymation grant, unclassified revenue is lost books/fax/copies
- The capital project (sidewalks) does not balance—will have to follow up with Amy
- Givegab.com is FLX giving day and should have been under gifts and donations
- Amy/Diana adjusted salary line to cover overages in other categories. It worked out.

Judi made a motion to accept the May Treasurer's report with the caveat that rent and capital project issues were corrected. Tony seconded. All were in favor.

Director's Report is attached. Circulation numbers are up a little. Visits are up 35%. Feels more normal. Gained followers on Instagram and Facebook. Laura will be taking over social media.

Tween book club: whole families showed up. The participants are excited.

Can we promote things like library hours and opening status and the new copier in as many avenues as possible? The Daily News and Highlights reach people who are not on social media. The Review and Express is not enough. The Daily News is a great way to reach a large audience.

There have been no complaints about increased copy process.

Oath of Office was administered to Judi. She will need to come in to sign. Judy has to witness. Sounded like Friday would be a good day.

Tony made a motion to keep the same slate of officers: President:Judy; Vice President:Maggie; Secretary: Stacey. Judi seconded. All in favor.

Amy said we needed a resolution for the roof work but we previously made one. It is a new fiscal year, does that affect anything? We will check with Amy.

Lots of staff vacations in July. We will start volunteers in August. T/Th will be open until 7pm. Not getting much traffic after 5pm now. Current hours are M/W/F 11-5; T/Th 11-6 changing to 11-7 in

August; Sat 10-2. Don't have volunteers for M/W now. Advertise and push for new volunteers. Consistent hours are a plus. Judi pointed out that earlier volunteer shifts may allow us to gain volunteers but we will probably lose people who work during the day.

Tracy asked what we thought about trying to contract with the school for handyman items. She will talk to Kai D'Alleva.

Tracy was given 15 minutes at recent STLS Construction Aid meeting to back up the roof grant application. Tracy thought we had a strong case and her impression is that other libraries were asking for less urgent items.

Tracy is submitting her resignation. She has taken a job in Binghamton for personal reasons. Tracy will talk to Civil Services about posting the position and write an official resignation. Her last day is open for now.

A suggestion was made to call people the day before a program to remind them that they signed up and the time and date.

Meeting adjourned at 4:55pm.

Next meeting is scheduled for Wednesday, August 11 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | July 2021 Stats

	July 2021	July 2020	July 2019
Adult Book	980	800	1,469
Juvenile Book	442	435	495
Audiobook/Music	18	50	95
DVD	256	188	950
Computer	95	0	307
Magazine	3	2	0
Kits	2		
PHYSICAL CIRCULATION	1,796	1,475	3,318
 			
Ebooks	272	382	259
Digital Audio	217	249	157
Zinio/RB Digital	11	12	11
DIGITAL CIRCULATION	500	643	427
 			
PHYSICAL + DIGITAL	2,296	2,118	3,745
 			
PHYS + DIG CIRC YTD	2,296	2,118	3,745
 			
Pageviews	1,513	N/A	N/A
Website Sessions	824	N/A	647
Wi-fi Logins	STLS	N/A	233
Web and Wi-fi	824+	N/A	880
 			
Library Visits	1,476	-	3,312
Activity Packs	50	-	-
VISITS/APPTS/DELIVERIES FISCAL YEAR TO DATE	1,526	204	3,312
 			
Holds Placed	130	187	309
Holds Received	198	127	307
Holds Filled	204	58	255
 			
Instagram	380 followers 4 posts 27 likes	265 followers 13 posts 147 likes	-

Facebook	27 posts 769 followers 2.2K reached 683 engagements	37 posts 600 reached 270 engagements	-
Children's Program Attendance			
Children's Program Attendance	13 Storytimes: 55 children	9 Virtual Storytimes via Facebook Live: 300 views	4 Storytimes: 15 children/7 adults
	1 Tween Book Club: 3 tweens	1 Virtual Children's Program: 56 views	2 UPK visits: 31 children/7 adults
	Corning Science & Discovery: 8 children		2 performances: 34 children/14 adults/2 teens
			1 offsite collaboration with MFL: 8 children
Adult Program Attendance			
Adult Program Attendance	1 Virtual Book Discussion: 5 adults	1 Virtual Book Discussion: 8 adults	4 Healthy Living Watkins Glen: 35 adults
	Gourdlandia: 9 adults		2 Mahjong with Midge: 7 adults
TOTAL PROGRAM ATTENDANCE:			
TOTAL PROGRAM ATTENDANCE:	17 programs: 63 children/ 3 tweens/ 14 adults	10 programs: 8 adults + 300 FB Live views + 56 Children's Program Views	15 programs: 88 adults/70 adults/88 children/2 teens