

**WGPL Board of Trustees Meeting  
Agenda  
July 15, 2021**

**1.) Approve minutes from June 9 board meeting** (attached)

**2.) Treasurer's Report** (attached)

**3.) Director's Report** (attached)

**4.) Other Business**

- Oath of Office (Judi)
- Resolution for roof work
- Volunteers update
- Maintenance contract
- Construction Aid presentation to STLS

**5.) Upcoming Events**

- Corning Science & Discovery Center: Saturday, July 17 @ 10am
- Carnival of the Animals with Orchestra of the Southern Finger Lakes: Pocket Park, Montour, Friday, August 6 @ 10am
- Miss Angie's Shadow Puppets: Saturday, August 7 @ 10am
- Claymation Workshop: Saturday, August 28 from 11am-4pm
- Every Wednesday @ 10am: Storytime
- Every Thursday @ 1:30pm: Storytime
- Every Saturday @ 10am: Storytime
- Fourth Monday of the month @ 7pm: Virtual Book Discussion
- Last Thursday of the month @ 3pm: Tween Book Club

**6.) Next meeting: Wednesday, August 11 2021 @ 4:15pm via Zoom**

## Watkins Glen Library Board of Trustees

### Minutes

June 9, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, June 9, 2021. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni. Guest Amy Howell was also present.

Tracy had issued guidance from Amy in the meeting agenda. The board resolutions were reviewed. The board had previously voted to pay for half the brickwork from the Building Donations fund and half from maintenance reserves. The state has reimbursed for 80% of the first half, the second construction aid package is still pending. Amy has consulted with Inero on these items and had the following comments: 1) the Inero recommended changes to the brickwork project will be reflected in the June financial report 2) the board will need to make a resolution for the roof work. The board will do so at the July meeting (start of fiscal year 2022).

Since a portion of the state construction aid was received there was a discussion about restoring the \$23,100 pulled out of the Building Donation fund since it is no longer needed for the brickwork. It may be needed for the roofwork but it is too early to predict costs for the roof replacement. Maggie made a motion to put the \$23,100 back into the Building Donation fund and pull it out in the future when it is needed. Judi seconded. All in favor. Amy Howell will have to take care of it from her side. We do not want that money to roll into reserves.

The minutes of the May 2021 meeting were reviewed with two corrections. Judi made a motion to approve the minutes with corrections, Tony seconded. All were in favor.

Treasurer's reports were reviewed. Tony made a motion to accept the April Treasurer's report as presented. Judi seconded. All were in favor.

Director's Report is attached. Stats were down in May. Visits up since the library reopened. Still doing curbside appointments. The volunteer schedule was reviewed. Someone volunteered for the Saturday 10-2 shift. Ellen's position was filled. With Peggy and Alexandra's vacations and training new person June 26<sup>th</sup> will be the first Saturday the library is open. Laura Nichols will be working til 7pm so she will overlap with volunteers in the evening—she will work on her duties if the volunteers are able to help patrons.

Tracy had analyzed evening statistics, Fridays were always slow and Sundays were always popular. A lot of variability on the other days. Haven't been able to find any volunteers for Sundays yet. Everyone who responded to Tracy's survey saying they were willing to come back is on the schedule. Some people responded that they are not yet willing to come back. Will bring volunteers back in July.

Discussion of magazines and newspaper renewals. Tracy will bring back 3-4 that she knows are popular and gauge interest on the others.

The revised Building Donation Fund policy was reviewed. Maggie made a motion to accept, Judi seconded. All in favor.

The conference room will be opened up during hours that the library is open. Use of the conference room will be consistent with the Department of Health regulations.

Phil is a fantastic volunteer on the book selection committee. Judi and Judy will talk to him about FOWL—perhaps he would be interested in joining the FOWL board.

Discussion of proposal for replacing the copier. It would be good to have a copier/scanner. Stacey asked about confidentiality of scanned materials. Also about cost differential for color copies. The proposal was for a color scanner, not copier. Board may want to consider raising the per sheet charge to match the fee the supplier would charge.

A lot of books are being taken via the book cart. Tracy is planning to add another book cart. Maggie was curious how the donations from the book cart compared to the money raised via the book sale. Tracy did not have that information available at the meeting although it is something that she is tracking.

Maggie provided an update on the logo contest. Shannon Ervay was the winner. Dawn Coleman and Shannon are going to work together to spruce up the logo.

Maggie asked if anyone had been picking up their birthday books. She has been advertising in the school but will print certificates as well. Maggie distributed the summer reading program infoamtion.

Stacey and Tracy provided an update on the roof. Bell&Spina performed site work and Evans provided a quote that will be used for the construction aid application.

Lots of programming is coming up. Attendance will be capped at 10.

Meeting adjourned at 5:10pm.

Next meeting is scheduled for Wednesday, July 14 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | June 2021 Stats

	June 2021	June 2020	June 2019
Adult Book	835	40	1,309
Juvenile Book	430	10	375
Audiobook/Music	23	2	71
DVD	11	6	888
Computer	62	0	274
Magazine	2	0	10
<b>PHYSICAL CIRCULATION</b>	<b>1,363</b>	<b>58</b>	<b>2,927</b>
Ebooks	256	319	204
Digital Audio	266	263	157
Zinio/RB Digital	12	16	37
<b>DIGITAL CIRCULATION</b>	<b>534</b>	<b>598</b>	<b>398</b>
<b>PHYSICAL + DIGITAL</b>	<b>1,897</b>	<b>656</b>	<b>3,325</b>
<b>PHYS + DIG CIRC YTD</b>	<b>23,392</b>	<b>14,157</b>	<b>35,880</b>
Pageviews	683	N/A	N/A
Website Sessions	404	452	538
Wi-fi Logins	STLS	13	184
Web and Wi-fi	<b>1,087</b>	<b>465</b>	<b>722</b>
Library Visits	1,027	0	2,445
Curbside Appointments	27	N/A	N/A
Browsing Appointments	35	N/A	N/A
Computer Appointments	62	N/A	N/A
Activity Packs	30	N/A	N/A
<b>VISITS/APPTS/DELIVERIES FISCAL YEAR TO DATE</b>	<b>2,968</b>	<b>7,581</b>	<b>17,284</b>
Holds Placed	153	14	274
Holds Received	228	0	316
Holds Filled	206	4	220

Instagram	374 followers 3 posts 31 likes	244 followers 25 posts 291 likes	-
Facebook	16 posts 760 followers 1,531 reached 292 engagements	44 posts 3,937 reached 301 engagements	-
Children's Program Attendance	6 Virtual Storytimes: 222 views	8 Virtual Storytimes via Facebook Live: 126 views	1 Storytimes: 2 children/ 1 adults
	1 Tween Book Club: 3 attendees		8 UPK visits: 115 children/ 21 adults
Adult Program Attendance	1 Virtual Book Discussion: 4 adults	1 Virtual Book Discussion: 4 adults	Barb Warner Deane: 12 adults
			Prisoner Art Workshop: 2 adults
<b>TOTAL PROGRAM ATTENDANCE:</b>	<b>8 programs: 222 Facebook Live views/ 4 adults/ 3 tweens</b>	<b>9 programs: 4 adult + 126 Facebook Live views</b>	<b>11 programs: 36 adults/ 1117 children</b>