

**WGPL Board of Trustees Meeting
Agenda
June 9, 2021**

1.) Guidance from Amy Howell on:

A. Board resolutions:

- Creation of budget account for Capital Project-Sidewalk Work
- Transfer of \$23,100 from the Building Donations fund to Capital Project-Sidewalk Work to cover upfront expenses related to the \$46,200 capital project
- Transfer of \$23,100 from the Reserve for Repair/Maintenance fund to Capital Project-Sidewalk Work to cover upfront expenses related to the \$46,200 capital project
- Increase in the budget by \$27,750 for Capital Project-Sidewalk Work (\$46,200 Capital Project-Sidewalk Work total project - \$18,450 construction aid from NYS ED)
- Transfer to reserves any excess funds from FYE 2021 (instead of those funds automatically transferring to unassigned fund balance)

B. What action do we need to take on the “Building Donation” fund in July?

2.) Approve minutes from May 12 board meeting (attached)

3.) Treasurer’s Report (attached)

4.) Director’s Report (attached)

5.) Other Business

- For discussion:
 - Nightly attendance stats update and Draft Volunteer Schedule July 2021 (see below)

| | SUN | MON | TUE 5-7pm | WED | THU 5-7pm | FRI | SAT |
|---|-----|-----|--------------------------|-----|---------------------|-----|-----------|
| 1 | X | | Hubbell Myers | | Crispell Johnson | | Gonsalves |
| 2 | X | | S. Edwards A. Edwards | | Richards Bunn | | Gonsalves |
| 3 | X | | Hubbell Myers | | Crispell Johnson | | Gonsalves |
| 4 | X | | Updyke? | | Richards Bunn | | Gonsalves |
| 5 | X | | Hubbell | | Crispell | | Gonsalves |

- Renewal of newspaper and magazine subscriptions
- Approval of *Building Donation Policy* to replace *Endowment Investment Policy* (both attached)
- Use of conference room
- Interest from potential board member
- Replacement of copier (see attached proposal)
- Book sale?
- Logo update from Maggie
- Roof update from Stacey/Tracy

6.) Upcoming Events

- Children's programming
 - Summer Reading: June 26-August 27
 - June 26: Summer Reading Kickoff with Museum of the Earth
 - July 17: Corning Science and Discovery Center
 - August (TBD): Claymation Workshop by Ithaca Media Arts
 - TBD: Bristle and Turp
- Adult programming
 - July 10: Gourlandia (adults)

- TBD: Clay workshop
- Every Wednesday @ 10am: Virtual Storytime
- Every Thursday @ 1:30pm: Virtual Storytime
- Every Saturday @ 10am: Virtual Storytime
- Fourth Monday of the month @ 7pm: Virtual Book Discussion
- Last Thursday of the month @ 3pm: Tween Book Club

7.) Next meeting: Wednesday, July 14, 2021 @ 4:15pm

Watkins Glen Library Board of Trustees

Minutes

May 12, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, May 12, 2021. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni.

The minutes of the April 2021 meeting were reviewed. Judi made a motion to approve the minutes, Tony seconded. Maggie asked for typo of “load” to “loan” be corrected. All were in favor.

Treasurer’s reports were reviewed. There are still outstanding questions, an answer was received from Amy but did not seem to be in-line with past practices. Stacey and Tracy will try to resolve. Amy and Diana will be invited to next meeting if necessary. The April Treasurer’s report was not accepted.

Director’s Report is attached. Circulation and digital are both down, not sure why. Tracy said it feels a little slow. Programming continues to be very strong. Judi and Stacey had both heard from community members that making an appointment to visit prevents some people from coming in. Tracy responded that they are very flexible when people call or drop in. Staff feel comfortable opening but with Ellen’s departure they are limited by staffing. Discussion about library hours and staffing. Tracy will survey volunteers again, see who is willing to return, when they are available and whether they would be comfortable working on their own.

Discussion about library hours. Tracy will discontinue Sunday hours until a staff person is hired or she gets volunteer coverage. She will try to identify any trends from the patron data that volunteers were collecting on evening and weekend shifts. Start adjusting schedule as volunteer coverage and need dictates.

Tracy expressed a desire to have hours staffed as much as possible by at least one library staff. Judi agreed that this was a good idea.

There have been no applicants for the position vacated by Ellen. Pass they word—26 hour per week job. Weekends and evenings.

Bathrooms will be opened up to the public again.

A motion was made by Stacey to accept the Bell&Spina proposal for roof replacement services. Seconded by Maggie. All were in favor.

Letter of intent is due June 11 for state construction aid. Tracy will distribute the information and Stacey will assist with either getting a construction proposal or engineer’s estimate.

A discussion of the public access computer server upgrade. Tracy spoke with Pat at STLS who thinks that our server can be upgraded. This is a viable option for the next three years. Judi motioned to accept option 1 of the server upgrade options. Maggie seconded. This seems prudent with reduced usage due to covid. It is the low cost option. All were in favor.

Vote is next Wednesday, May 12 from 2-6pm. Judy will help during the 4-6 slot so Judi has found two volunteers for each 2 hours slot. Tracy will print ballots and get ballot box.

Judi and Judy talked about getting together to discuss FOWL revitalization.

Programming questions: the tween book club is going well, they asked to meet at Glen Dairy Bar. Tracy had previously confirmed that the library insurance covers offsite library events. There were no concerns from the trustees about offsite events. Book on your birthday was discussed. STLS has books, in addition to weeded books, that could be used for the program. Maggie said that birthdays were being called out at the school. Maggie will deliver certificates to Pk-6 graders on their birthdays that they can redeem for a free book at the library.

Maggie spoke with Dawn Coleman about the logo. They will work together to refine the “boat on water in book” design to make it tighter and more colorful. Board members will drop \$5 at the library for the logo creator. Maggie will take a picture of the winner.

Upcoming events were reviewed.

Virtual story hour will move outside, most likely in July. Alexandra will do virtual story times through June.

Meeting adjourned at 5:12pm.

Next meeting is scheduled for Wednesday, June 9 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | May 2021 Stats

| | May 2021 | May 2020 | May 2019 |
|--|---------------|---------------|---------------|
| Adult Book | 657 | 0 | 1,330 |
| Juvenile Book | 454 | 0 | 379 |
| Audiobook/Music | 29 | 0 | 61 |
| DVD | 131 | 0 | 338 |
| Computer | 41 | 0 | 266 |
| Magazine | 6 | 0 | 3 |
| PHYSICAL CIRCULATION | 1,318 | 0 | 2,378 |
| | | | |
| Ebooks | 272 | 338 | 193 |
| Digital Audio | 293 | 239 | 158 |
| Zinio/RB Digital | 32 | 19 | 13 |
| DIGITAL CIRCULATION | 597 | 596 | 364 |
| | | | |
| PHYSICAL + DIGITAL | 1,915 | 596 | 2,742 |
| | | | |
| PHYS + DIG CIRC YTD | 21,495 | 13,501 | 32,555 |
| | | | |
| Pageviews | 778 | - | - |
| Website Sessions | 455 | 267 | 583 |
| Wi-fi Logins | STLS | 13 | 192 |
| Web and Wi-fi | 455 | 280 | 775 |
| | | | |
| Library Visits | See below | - | 3,212 |
| Curbside Appointments | 92 | - | - |
| Browsing Appointments | 132 | - | - |
| Computer Appointments | 41 | - | - |
| Home delivery | 0 | - | - |
| Activity Packs | 75 | - | - |
| VISITS/APPTS/DELIVERIES FISCAL YEAR TO DATE | 1,941 | 7,581 | 14,839 |
| | | | |
| Holds Placed | 187 | 0 | 325 |
| Holds Received | 246 | 0 | 377 |
| Holds Filled | 186 | 0 | 325 |

| | | | |
|----------------------------------|---|---|---|
| Instagram | 362 followers 3 posts 33 likes | 212 followers 30 posts 392 likes | - |
| Facebook | 17 posts 748 followers 1,991 reached 410 engagements | 55 posts 4857 reached 133 engagements | - |
| Children's Program Attendance | 9 Virtual Storytimes: 199 views | 12 Virtual Storytimes via Facebook Live: 312 views | 3 Storytimes: 8 children/ 6 adults |
| | 1 Tween Book Club: 3 attendees | | UPK visits: 240 children/ 32 adults |
| Adult Program Attendance | 1 Virtual Book Discussion: 6 adults | 1 Virtual Book Discussion: 8 adults | - |
| TOTAL PROGRAM ATTENDANCE: | 11 programs: 199 Facebook Live views/ 6 adults/ 3 tweens | 13 programs: 8 adult + 312 Facebook Live views | 19 programs: 38 adults/ 248 children |