

**WGPL Board of Trustees Meeting
Agenda
September 8, 2021**

1.) Approval of Minutes from August 11 Board Meeting

2.) Treasurer's Report

- Approval of Treasurer's Report from August 11 Meeting

3.) Director's Report

4.) Other Business

- Multipoint Server Update
- Construction Aid Update
- Rotary Grant Bench Update

5.) Upcoming Events

- Wednesday Storytime @ 10am
- Saturday Storytime @ 10am
- Fourth Monday: Virtual Book Club @ 7pm
- Last Thursday: Tween Book Club @ 3pm
- Thursdays: Read to a Dog with Betsy Hoffmeire @ 2:30pm

6.) Next meeting: Wednesday, October 6 @ 4:15PM

Watkins Glen Library Board of Trustees

Minutes

August 11, 2021

The Watkins Glen Public Library trustees meeting was convened at Library at 4:17 PM on Wednesday, July 15, 2021. Present were Tracy Savard, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni, Kelly Povero. Absent: Maggie Field

Amy Howell is out, treasure's report was not submitted and the school has no update on when we might expect. Tracy spoke with Diana on the phone and she said the school is trying to bring someone in to cover for Amy. Tony motion to table the Treasurers report until further notice. Judi seconded. All were in favor.

The July minutes were reviewed. Judi made a motion to approve the minutes. Tony seconded. All were in favor.

Director's Report. Numbers steadily climbing. 32% increase in visits. Gained followers on social media. Good programs: Corning Science static electricity and Gourlandia. Book discussion going well. More programs this year—closer to normalcy.

Other Business

Stacey made a motion to allow the \$23,100 from the Building Donation fund for the sidewalk to remain in maintenance reserves to spend on the roof project. Judi seconded. No discussion. All were in favor.

Tracy submitted a letter of resignation. Attached. Last day will be Friday, August 20, 2021. Judi motion made to regretfully accept letter of resignation. Tony seconded. All in favor.

Kelly Povero is already qualified from Civil Service. Not a provisional. Been in Montour Library for 4 years. In grad school before that. Graduated from Odessa High School. Signed contract and ready to go. Same contract as Tracy's. Tracy will scan and email job application and agreement to the board.

Kelly's first day is August 20.

Construction Aid application. Submitted to Brian. All documentation is complete. Official Application to State. Wait for approval. How long does it take? It will be several months before we get official word.

Maintenance update. Tracy did talk to Kai. What have we been spending on average on maintenance? \$500 annually. Kai said he would talk it over with his team and get back to us on whether the school could support us on handyman items.

John Franzese has completed the lintel painting.

Book cart donations--\$100 per month. Made about \$3000 per year with the book sale. Did at middle school auditorium last time (2nd floor). We can't do at ARC any longer. Lugging the books is a huge issue and we have no way to store the books not sold.

Judi and Judy met with Phil the new volunteer. Try to reactivate FOWL in September. See if we can revive that organization.

Lots of upcoming events which were provided on the agenda.

Story times are starting to pick up. Keep the virtual option for book club. Board would like to continue with virtual story time. Tracy and Kelly will investigate.

Discussion of promoting online book availability. Can be a good resources for transients. There was a discussion that frequently it is easier to download books from our library than a large city library which has a long wait list for books.

Tracy/Kelly were asked to put ads in Daily News for hours and advertise to get more volunteers. Lots of people may not see social media posts—we still need to continue to promote service through traditional avenues.

Next meeting is scheduled for September 8, 2021. Stacey will need to call in, cannot attend in person.

4:58 meeting adjourned.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | August 2021 Statistics

****Note:** 2019 & 2020 Digital Stats do not include Freegal or Zinio/RB numbers

	August 2021	August 2020	August 2019
Adult Book	1083	639	1507
Juvenile Book	631	265	551
Audiobook/Music	58	46	88
DVDs	354	141	918
Computer	79	0	304
Magazine	12	0	1
PHYSICAL CIRCULATION	2217	1091	3369
Ebooks	240	369	253
Digital Audio	284	213	144
DIGITAL CIRCULATION	524	582	397
PHYSICAL + DIGITAL	2741	1673	3766
PHYS + DIG CIRCULATION YEAR TO DATE	5037	3807	N/A
Website Sessions	444	452	656
Wi-Fi Logins	STLS	13	217
Web & Wi-Fi	444+	465	873
Instagram	5 posts 406 followers 32 likes	7 posts 273 followers 92 likes	N/A
Facebook	31 Posts 706 likes 796 follows 1,108 page reach 135 engagements	22 posts 382 reached 189 engagements	N/A
Library Visits	1996	0	3110
Curbside Pickups	0	236	N/A
LIBRARY VISITS YEAR TO DATE	3522	440 (Curbside)	6412

Holds Placed	181	272	295
Holds Received	258	269	324
Holds Filled	198	260	267
Children's Program Attendance	4 Storytimes (In-Person) 14 attendees	9 Virtual Storytimes 164 views	8 Storytimes 33 children 21 adults
	Storywalk @ CVT Ongoing – No count		3 UPK Visits 46 children 6 adults
	3 Orchestra of the SFL w/MFL 36 Carnival of Animals 9 Jewish Folk Tales 49 Musical Storytime		1 Minecraft Program w/MFL 9 children 8 adults
	1 Miss Angie's Shadow Puppets 17		1 Art Program 9 children 5 adults
	1 Claymation Workshop (Ithaca Media Arts) 9		
Grab-&-Go Activity Packs	94		
Teen/Youth Program Attendance	Tween Book Club Rescheduled for 9/9		
Adult Program Attendance	1 Virtual Book Club 5 adults	1 Virtual Book Club 6 adults	4 Healthy Living WG Programs 32 adults
			1 Mahjong w/Midge 3 adults
TOTAL PROGRAM ATTENDANCE:	10 Programs 94 Activity Packs 139 Patrons	10 Programs 164 FB Live Views 6 adults	18 programs 97 children 75 adults

Current Projects:

- We opened 18 new library cards in August!
- Laura is developing a Student Volunteer Program. Our hope is to collaborate with the WGCSD to recruit 2-3 Student Volunteers for after school help. We will work with the National Honor Societies and other groups that may require community service hours.
- Alexandra has weeded the Juvenile Nonfiction. We placed a large order of newer materials to replace outdated information.
- Facebook Group Book Clubs COMING SOON!
 - Historical Fiction
 - Poetry & Short Stories
- Website Updates
 - Storytimes Anytime
- Monthly Newsletter via Mailchimp

Questions

- Legal (Federal) Holidays – Do we close in observance (unpaid) on all federal holidays? The policy book says all legal and “major” holidays but unclear.
- Federal holidays not listed: MLK Day, President’s Day, Juneteenth, Indigenous Peoples’ Day (formerly Columbus Day), Veterans Day

Tracy’s Notes for Paid Holidays FY22**Paid Holidays FYE 2022**

Fourth of July	Monday	7/5/2021	2021
Labor Day	Monday	9/6/2021	2021
Thanksgiving	Thursday	11/25/2021	2021
Thanksgiving	Friday	11/26/2021	2021
Christmas	Friday	12/24/2021	2021
New Years Eve	Friday	12/31/2021	2021
New Years Day	Saturday	1/1/2022	2022
Good Friday	Friday	4/15/2022	2022
Memorial Day	Monday	5/30/2022	2022