

**WGPL Board of Trustees Meeting
Agenda
November 17, 2021 @ 4:15PM**

1.) Approval of Minutes from October 13 Board Meeting

2.) Treasurer's Report

3.) Director's Report

4.) Other Business

- Construction Aid Updates
- Insurance/Audit Updates

5.) Upcoming Events

- Storytimes: Virtual while Alexandra is out
- Fourth Monday: Virtual Adult Book Club @ 7pm
- Last Wednesday: Tween Book Club @ 3pm
- 1st & 3rd Thursdays: Read to a Dog @ 2:30pm
- 11/19 Local Author Meet & Greet @ 3pm-5pm
- 12/11 Handmade Holiday Gift Cards @ 10am

6.) Next meeting: Wednesday, December 8, 2021 @ 4:15PM via Zoom

Watkins Glen Library Board of Trustees

Minutes

October 13, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, October 13, 2021. Present were Kelly Povero, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni (Tony joined after minutes and treasurers report were approved).

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

Treasurer's reports were reviewed.

- The board received the missing final fiscal report for July 1, 2020 to June 30, 2021 but ONLY for expenses. Kelly will ask Diana for the REVENUE report and distribute it. Board needs to confirm that unassigned fund balance and maintenance reserves are correct.
- Kelly had provided via email on 9/14 the following information about insurance: "Building Insurance Increase - I met with Doug and Kelsey Hagin last week. Building Insurance increased by \$489. This was a premium increase due to 4% inflation. It appears as \$5,597.44 on our Treasurer's Report because the \$931 for Workers Comp was included in the Building Insurance payment. This charge of \$931 should be under 9040-800 instead of 7410-454. I will contact the school to have this adjusted." This was adjusted on new Treasurer's Report.
- Diana transferred the tax money to library account (after the September report) so we are set for the year.
- Gayle Sedlack is back helping out in Amy Howell's absence. She has been very helpful Kelly reported.

Stacey made a motion to accept the September Treasurer's report as presented. Maggie seconded. All were in favor.

Director's Report is attached.

- Kelly tested using a FaceBook ad. Exploring alternative advertising channels.
- Evening hours have been getting about 10 people. Saturdays have been slow. 5 people this past Saturday.
- Will try to advertise hours—Highlights. Maggie will also share for school newsletter. She previously shared about tween book club and story hour. Maggie has blurb about birthday book running on feed at school but would like to update to a more readable font. She will work with Kelly.
- Received the laptop from STLS so next week can do virtual story time as well.
- Kelly self toured new Community Center exploring possibilities for programming. Will get an official tour as well.
- No attendees at Books Sandwiched In.

- FOWL meeting October 20
- Kelly received a NYLA scholarship to attend the conference in Syracuse on November 3-6. Scholarship covers lodging, travel, meals—everything.
- FLX Gives 24 hour fundraiser Nov 11-12 6pm to 6pm. Kelly was chosen to record a 20 sec commercial on WINK 106.

The Phase 2 Sidewalk Construction Aid was just awarded mid September. Kelly will do final report by the end of this month. Reimbursement should be in 3-4 months.

Thank you to Tony for suggesting we get John Franzese to look at broken lookout rafter in IMRCC attic. Stacey and John did so and see no evidence of structural issues. Declined Bell&Spina proposal for structural calculations.

Kelly has not heard back from Dan at the school on our request to use their parking lot for roof construction staging.

Update on STLS ARC grant. Tracy had proposed 2 desktop and 2 laptop computers. Kelly will re-access and see if want more desktop versus laptops.

Kelly met with John Franzese. He will remove old wooden bench. Kelly will order new steel bench once old one is removed.

Kelly has met with both Empire and Verizon One to investigate the phones system--they are outdated and company who did the cabling is out of business (since 2003). IMRCC seems willing work with us. They are interested in updating their phones as well. All Mode \$200 charge is the fee to fix the phone—did not seem like much service for the cost. Waiting for Empire's proposal. Will share information when it becomes available.

Kelly is getting rid of existing hot spots. Can save \$1000 per year by getting hot spots though Rotary grant--\$15 per device and \$100/year for service. Will be with T Mobile (versus Verizon) with Mobile Beacon 4G. Not 100% coverage of our area but neither was Verizon. Maggie also pointed out that the school district is supplying students in need with hot spots as well.

People counter on door is malfunctioning and needs to be replaced. Kelly will approach FOWL at their next meeting about buying a new people counter. Expect cost is in \$250 to \$350 range.

Gifts from Pamela Hajcak and Carrochi's were recognized. Plan to use Pamela's gift for programming. Kelly has written thank you notes as well.

Judy will try to get commercial rent rates to make sure IMRCC rents are still in keeping with the market.

Meeting adjourned at 4:59pm.

Next meeting is scheduled for Wednesday, November 17, 2021 at 4:15pm. Via Zoom.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | October 2021 Statistics

	October 2021	October 2020	October 2019
Adult Book	940	756	1645
Juvenile Book	587	519	695
Audiobook/Music	40	31	106
DVDs	196	150	448
Computer	77	5	211
Magazine	1	3	5
Other (Kits, Reference)	7	N/A	N/A
PHYSICAL CIRCULATION	1848	1464	3110
 			
Ebooks	215	299	226
Digital Audio	219	228	156
DIGITAL CIRCULATION	434	527	382
 			
PHYSICAL + DIGITAL	2282	1991	3492
 			
PHYS + DIG CIRCULATION YTD	9776	7505	15,905
 			
Website Sessions	475	412	573
Wi-Fi Logins	78	Unknown	217
Web & Wi-Fi	553	412	790
 			
Instagram	16 posts 436 followers (+10) 169 likes 317 reach	10 posts 299 followers 84 likes	N/A
Facebook	35 posts 184 post likes 104 post shares 721 page likes 815 page follows 5361 reach 292 paid reach 510 engagements	34 posts 1018 reach 257 engagements	N/A
 			
Library Visits	1694	69 (Browsing Appts) 31 (Comp Appts)	3425
Curbside Pickups	2	151	N/A
LIBRARY VISITS YEAR TO DATE	6,885	936	13,313
 			
Holds Placed	142	280	255
Holds Received	207	283	296

Holds Filled	248	184	312
Children's Program Attendance	6 Storytimes (9) 4 children 5 adults (3 Storytimes canceled due to quarantine)	14 Virtual Storytimes 348 views	9 Storytimes (23) 19 children 4 adults
	1 Read to a Dog (7) 4 children 3 adults (1 canceled due to quarantine)		8 UPK Visits (293) 254 children 39 adults
	Sew Your Own Monster (14) 8 children 6 adults		2 Movie Nights (12) 7 children 5 adults
			2 Read to a Dog (9) 6 children 3 adults
			4 Lego Programs (4) 2 children 2 adults
Grab-&-Go Activity Packs	40 Activity Packs		
Teen/Youth Program Attendance	Tween Book Club (3) 2 children 1 adult		Blackout Teen Poetry w/MFL 1 teen 3 adults
Adult Program Attendance	Virtual Book Club 4 adults	Virtual Book Club 4 adults	N/A
	Historical Fiction Book Club (Facebook Only) 12 adults		
	Poetry & Short Stories (Facebook Only) 2 adults		
	Books Sandwiched In 2 adults		
TOTAL PROGRAM ATTENDANCE:	13 Programs 40 Activity Packs 18 children 34 adults TOTAL 53 in-person	15 Programs 348 FB Live Views 4 adults 352 TOTAL	27 programs 289 children 89 adults 378 TOTAL

Current Happenings:

- We opened 22 new library cards in October!
- Website Updates: Homeschool Resources, Things to Do/Visiting WG, Storytimes To-Go
- Newsletter Updates: Spoke with Sue; will continue the new monthly newsletter and have print copies available (app. \$5 per month to print 20 copies). December's issue will include donors from the last 2 months and FLXGives.
- Alexandra will be out starting November 18 for an estimated 6-8 weeks. Storytimes will be virtual (excluding special guest Storytimes). We'll continue to distribute grab-&-go activity packs.
- Lego Program will begin again on Saturdays.
- Youth Advisory Group will begin in January – we currently have 2 students signed up.
- Our first student volunteer has started after school once a week.
- Awarded \$300 from the ARTS Council's NYS Regrant Program to host multiple story hours with Jay Leeming Storyteller in the spring and summer.
- FLX Gives 24-Hour Fundraiser 11/11 – 11/12 – How much did we fundraise?!

Meetings & Cont. Ed Programs Attended:

- STLS Meetings: Tech Topics, DEI Subcommittee, Gather & Grow 2-Day Summit, BARC Training, Cataloging Committee, DAC Meeting, DEI Full Committee
- Other Meetings: Masking in Libraries, NYLA Conference, Law Library Tutorial

Old Business

- 1) Construction Aid Updates
 - i. Received the first reimbursement of \$15k for phase 2 of the R.E. Kelley Project; submitted final report.
 - ii. Contacted DLD about the first phase of R.E. Kelley Project; they have contacted the reviewer to find out why it hasn't been closed out yet so we can receive the final 10% reimbursement.
- 2) Insurance Updates – There was an issue with our audit from July 20-June 21. Working with Kelsey at E.C. Cooper to file an appeal to avoid a \$3,000 fee. Collected workers comp certificates from both Trane and R.E. Kelley.
- 3) Ordered a new people counter thanks to a donation from Judi Richards!