

**WGPL Board of Trustees Meeting
Agenda
October 13, 2021**

1.) Approval of Minutes from September 8 Board Meeting

2.) Treasurer's Report

3.) Director's Report

4.) Other Business

- Construction Aid Updates
- Insurance Updates
- STLS ARC Grant
- Phone System Upgrades

5.) Upcoming Events

- Wednesday Storytime @ 10am
- Saturday Storytime @ 10am
- Fourth Monday: Virtual Adult Book Club @ 7pm
- Last Thursday: Tween Book Club @ 3pm
- 1st & 3rd Thursdays: Read to a Dog @ 2:30pm
- Wed 10/13 – Books Sandwiched In @ 12:00pm
- Thurs 10/21 – Family Advocates Meet & Greet @ 4:00pm
- Wed & Thurs 10/20-10/21 STLS Gather & Grow Virtual Summit
- Nov 3-6 NYLA Conference in Syracuse
- Nov 11-12 FLX Gives Online Fundraiser (6pm-6pm)

6.) Next meeting: Wednesday, November 10, 2021 @ 4:15PM via Zoom

Watkins Glen Library Board of Trustees

Minutes

September 8, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, September 8, 2021. Present were Kelly Povero, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni.

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

Treasurer's reports were reviewed.

- The board is missing the final fiscal report for July 1, 2020 to June 30, 2021. Kelly will ask Diana for the report and distribute it.
- Building insurance jumped significantly with no notice, Kelly will follow up with Doug at EC Cooper to understand why. The board is happy to review the insurance policy and coverage or have Doug as a guest at our next meeting.
- Kelly will also follow up with Diana to find out why salaries were lower than budgeted.
- Tracy had made a note about the Verizon bills, looked correct. Kelly has a call with Zac, our account rep, next week and will work to understand billing and what the total annual expenditures will be. Kelly thanked Judy for adding her to the account.

Tony made a motion to accept the July and August Treasurer's report as presented. Judi seconded. All were in favor.

Director's Report is attached.

- Physical is up, digital slightly down.
- Kelly is working with STLS because she is not getting the emails with WiFi stats.
- Maggie got Kelly onto Facebook account. Maggie needs to make Kelly an administrator.
- Lots of new followers on Facebook, been very active. Laura has been a lot of help as well.
- Lots of activity packs and programs last month. Will try to separate statistics on number of adults versus children for programming.
- Laura is kicking off a program with the high school to try and find volunteers.
- Maggie explained that Tammy Kellogg's 7th grade would likely be over to sign up for library cards.
- Kelly talked to Alexandra about recording story times and posting to Facebook. Need laptop as currently no audio/video. Kelly is on this with STLS.
- Kelly working on monthly or bimonthly newsletter. Will post hours, books, etc. Keep people up to date. Using mail chimp.
- Stacey had responded via email to Kelly's question about holidays. In current staff agreements there are nine (9) holidays,

- Multipoint server is up and running
- Construction aid update from Brian: State is backed up, acceptance by beginning of this year. Checks will not be distributed until summer or late summer.
- Stacey asked if we had received the final payment for the brickwork. On the last financial report it did not appear that we had but that was several months ago. Kelly will verify if received and follow up if not.
- Discussion of bench—looking for steel bench to replace wood bench that is loved by the carpenter bees. Kelly found nice metal bench within the budget. Shipping is a significant cost. Are there any local options available? Contact John Fazzary for help to remove the old bench.

Meeting adjourned at 4:40pm.

Next meeting is scheduled for Wednesday, October 13 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | September 2021 Statistics

	September 2021	September 2020	September 2019
Adult Book	1018	595	1378
Juvenile Book	506	387	428
Audiobook/Music	25	32	117
DVDs	312	205	935
Computer	66	0	272
Magazine	4	1	9
Other (Music, Kits)	14	N/A	N/A
PHYSICAL CIRCULATION	1943	1220	3141
Ebooks	261	245	225
Digital Audio	253	210	143
DIGITAL CIRCULATION	514	455	368
PHYSICAL + DIGITAL	2457	1675	3509
PHYS + DIG CIRCULATION YTD	7494	5492	12,395
Website Sessions	457 ↑	497	593
Wi-Fi Logins	104 ↑	13	191
Web & Wi-Fi	561	510	784
Instagram	17 posts 426 followers 135 likes 256 reach	14 posts 290 followers 149 likes	N/A
Facebook	38 posts 718 likes 809 follows 1324 reach 292 paid reach 272 engagements	28 posts 533 reached 100 engagements	N/A
Library Visits	1658	0	3476
Curbside Pickups	9	245	N/A
LIBRARY VISITS YEAR TO DATE	5189	685 (Curbside)	9888
Holds Placed	110	380	251
Holds Received	254	349	332
Holds Filled	225	226	275

Children's Program Attendance	9 Storytimes (15) 11 children 4 adults	9 Virtual Storytimes 264 views	5 Storytimes (33) 17 children 16 adults
	Storywalk @ CVT Ongoing – No count		12 UPK Visits (340) 292 children 48 adults
	3 Read to a Dog (16) 12 children 4 adults		Stuffed Animal Sleepover (18) 10 children 8 adults
			Read to a Dog (10) 7 children 4 adults
			2 Scavenger Hunts (94) 91 children 3 adults
			2 Lego Programs (8) 4 children 4 adults
			Ice Cream Social (19) 11 children 8 adults
Grab-&-Go Activity Packs	50		
Teen/Youth Program Attendance	Tween Book Club (2) 1 children 1 adult		
Adult Program Attendance	Virtual Book Club 4 adults	Virtual Book Club 4 adults	N/A
	Historical Fiction Book Club (Facebook Only) 8 adults		
	Poetry & Short Stories Book Club (Facebook Only) 2 adults		
TOTAL PROGRAM ATTENDANCE:	17 Programs 50 Activity Packs 24 children 23 adults 47 TOTAL	10 Programs 264 FB Live Views 4 adults 268 TOTAL	17 programs 432 children 91 adults 523 TOTAL

Current Projects:

- We opened 27 new library cards in September!
- We gave tours to three 7th grade classes (66 total students)
- Facebook Group Book Clubs opened for participation September 20th
- Website Updates (Coming soon)
 - Storytimes Anytime, Staff Picks, Resources (Homeschooling, virtual programs/museums, things to do locally)
- October Newsletter via Mailchimp has been published
- Completed Community ARTS Grant final report
- Submitted NYS Re-Grant application for spring programming to feature Jay Leeming Storytelling and LilySilly Handmade Puppets

Meetings & Cont. Ed Programs Attended:

- STLS Director's Advisory Council (DAC)
- Diversity Equity & Inclusion Committee (DEI)
- Diversity, Equity, & Inclusion Subcommittee (DEI Chair)
- Cataloging Committee
- Circulation Committee
- ARC Project Kickoff (Grant for public-facing laptops and desktops)
- Youth Advisory Council
- Schuyler County Directors Meeting
- We Need 2 Talk Diversity Workshop
- STLS Annual Meeting
- Toured new Community Center Facility with Craig Bond for future programming

Upcoming Programs & Events

- 10/12 @ 12:00PM Books Sandwiched In with Clifford Annis Jr.
- 10/20 @ 11:00AM FOWL Meeting (Library Conference Room)
- 10/21 @ 4PM-6PM Meet & Greet with Lisa from Family Peer Advocates
- 11/3-11/6 ALL DAY NYLA Conference (Kelly)
- 11/11-11/12 @ 6PM-6PM FLXGives Online Fundraiser

10/20 (9:30am-2pm) and 10/21 (9:30am-12pm)

STLS Gather & Grow Summit

Virtual, open to all, trustees encouraged to attend

Old Business

- 1) Construction Aid Updates
 - a. Sidewalk Project – Final report needs to be submitted before we are reimbursed. Will complete in October.
 - b. Roof Project – Eaves and rakes walkthrough with John Franzese (Stacey's Email)
 - i. Contacted Facilities Manager (Dan) at WGCSD about use of parking lot for dumpster – have not heard back.
- 2) Insurance Updates – Our insurance cost will increase \$95 due to a discrepancy in budgeted salaries. The overpayment from August reports was due to the combination of Workers Comp and Building Insurance under the same budget code.
- 3) STLS ARC Grant – Applied for ARC Grant last year to replace public-facing technology. Tracy's original proposal was for two desktop computers and two laptops. Will re-assess our needs and submit purchase order by end of November.
- 4) John Franzese will remove the bench for us within the next few weeks.

New Business

- 1) Phone System Upgrades – Tracy began this process before she left.
 - a. Met with our Verizon team and Verizon One Talk representatives about our options.
 - b. Contacted All-Mode to find out what our contract with them entails.
 - c. Contacted Empire who did a walkthrough of both the library and the IMRRC; the phone cabling system is completely outdated. The company we used went out of business in the early 2000s. Empire is going to give us a quote of what it would cost to replace the lines/cabling and what our monthly fee for lines would be. The IMRRC seems happy to work together and share the cost of replacement. Depending on cost comparison to All-Mode/Verizon, the hope is to account for this change in next year's budget.
- 2) People Counter needs to be replaced; estimated between \$250 and \$350.