

**WGPL Board of Trustees Meeting Agenda
December 8, 2021 @ 4:15pm via Zoom**

1.) Approval of Minutes from November 17 Board Meeting

2.) Treasurer's Report

- Reconciliation of FY21 Expenditures v. Revenue

3.) Director's Report

4.) Old Business

- Construction Aid Updates
- Insurance Updates

5.) New Business

- Humidifier
- Review of Mileage Policy
- Review of 2022 Paid Holidays

6.) Upcoming Events

- 12/9 STLS Trustees Roles & Responsibilities Workshop @ 4-5:30pm
- 12/10 Holiday Storytime & Tree Decorating with Kelly @ 11am
- 12/11 Handmade Holiday Gift Cards @ 10am

7.) Next meeting: Wednesday, January 12, 2021 @ 4:15PM via Zoom

(February we will meet in person)

Watkins Glen Library Board of Trustees

Minutes

November 17, 2021

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

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

Director's Report is attached.

- A student volunteer started. She has been great!
- \$300 Arts Council regrant program. Received half of what we requested—they received more applications than expected. Use for story telling program.
- FLX Gives--\$190 raised.
- STLS Meetings
- Kelly attended NYLA Conference. About half the size as normal. A virtual option had been added. It was informative and good networking.
- STLS awarded state access points funding to boost WiFi. Finally installed. This will boost WiFi out into the parking lot.
- Construction Aid (sidewalk project) update:
 - \$15,000 for phase 2 received. Will get the other 10% soon.
 - Didn't receive final reimbursement for Phase 1. Investigating.
 - Set up as its own capital project.
 - Audit uncovered an issue with insurance. We had not collected proof of insurance from R.E. Kelley. Kelly took care of it so we were not charged the \$3000—we just had to submit RE Kelley's insurance.
 - Ordered new people counter.
 - Thursday, Dec 2 at 11am there will be a meet and greet to meet IMRRC new director—Mark—who had worked at IMRRC before.
 - Roxanne, Montour Falls Director, is retiring.

Judy reinforced the need to use non electronic media for distributing information. Judy ran into someone who was not even aware the library was open again. Kelly ran an ad in the Hi-Lites. Will continue to promote hours and services in print media as well as electronically.

Treasurer's reports were reviewed.

- NYSEG is for gas supply only. Village of Watkins Glen provides electricity.

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

No questions of discussion on upcoming events.

Will hold off on reviewing Mileage Reimbursement policy until next month.

Year end for 2021 was presented, will discuss next month.

STLS, Brian, sent a message about continuing education requirements for library board members. Kelly will start letting board know when there are opportunities for continuing education.

Meeting adjourned at 4:40pm.

Next meeting is scheduled for Wednesday, December 8 at 4:15pm via Zoom.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | November 2021 Statistics

	November 2021	October 2021	November 2020	November 2019
Adult Book	948	940	804	1566
Juvenile Book	534	587	406	554
Audiobook/Music	24	40	48	113
DVDs	195	196	47	902
Computer	74	77	31	162
Magazine	1	1	0	6
Other (Kits, Reference)	12	7	N/A	N/A
PHYSICAL CIRCULATION	1776	1848	1337	3303
Ebooks	278	215	309	205
Digital Audio	518	219	225	164
DIGITAL CIRCULATION	796	434	553	383
PHYSICAL + DIGITAL	2572	2282	1890	3686
PHYS + DIG CIRCULATION YTD	12,348	9776	9395	19,591
Website Sessions	414	475	349	613
Wi-Fi Logins	67	78	Unknown	136
Web & Wi-Fi	481	553	349	749
Instagram	16 posts 444 followers (+8) 160 likes 214 reach	16 posts 436 followers (+10) 169 likes 317 reach	7 posts 308 followers 66 likes	N/A
Facebook	45 posts 141 post likes 42 post shares 725 page likes 826 page follows 1533 reach	35 posts 184 post likes 104 post shares 721 page likes 815 page follows 5361 reach 292 paid reach 510 engagements	22 posts 1405 reach 365 engagements	N/A
Library Visits	1384	1694	121	2741
Curbside Pickups	4	2	176	N/A
LIBRARY VISITS YEAR TO DATE	8273	6885	1258	16,064
Holds Placed	133	142	224	205
Holds Received	253	207	313	288

Holds Filled	186	248	205	240
Children's Program Attendance	3 Storytimes (11) In-person 7 children 4 adults	6 Storytimes (9) 4 children 5 adults (3 Storytimes canceled due to quarantine)	12 Virtual Storytimes 273 views	6 Storytimes (41) 21 children 20 adults
	2 Read to a Dog (12) 8 children 4 adults	1 Read to a Dog (7) 4 children 3 adults (1 canceled due to quarantine)		3 UPK Visits (190) 164 children 26 adults
	1 Lego Program (2) 1 child 1 adult	Sew Your Own Monster (14) 8 children 6 adults		2 My Place Visits (18) 15 children 3 adults
				1 Puzzle Night (14) 11 children 3 adults
				3 Lego Programs (15) 11 children 4 adults
Grab-&-Go Activity Packs	32 Activity Packs	40 Activity Packs	25 Activity Packs	
Teen/Youth Program Attendance	Tween Book Club (3) 2 children 1 adult	Tween Book Club (3) 2 children 1 adult		
Adult Program Attendance	Virtual Book Club 6 adults	Virtual Book Club 4 adults	Virtual Book Club 8 adults	Books Sandwiched In 15 adults
	Historical Fiction Book Club (Facebook Only) 12 adults	Historical Fiction Book Club (Facebook Only) 12 adults		Violin Concert (35) 33 adults 2 teens
	Poetry & Short Stories (Facebook Only) 2 adults	Poetry & Short Stories (Facebook Only) 2 adults		2 Mahjong Sessions 10 adults
	Author Meet-&-Greet 25 adults	Books Sandwiched In 2 adults		
TOTAL PROGRAM ATTENDANCE:	11 Programs 32 Activity Packs 18 children 55 adults TOTAL 73 in-person	13 Programs 40 Activity Packs 18 children 34 adults TOTAL 53 in-person	13 Programs 273 FB Live Views 8 adults 281 TOTAL	19 programs 224 children 114 adults 338 TOTAL

Current Happenings:

- We opened 12 new library cards in November!
- Ingram is experiencing backorder and shipping delays. We are receiving some new materials 1-2 weeks after their release date. This is due to shipping delays nationwide and they hope it will be resolved after the holiday season.
- Website Updates: Storytimes To-Go is up! Our first prerecorded Storytime is available through 12/31.
- Long Range Planning with Brian Hildreth – what works best for the Board?
 - January 12, February 9, March 9 – start of Board Meeting or 5pm?
- Diaper Drive / Diaper Bank – Alexandra and I are spearheading this project on behalf of Schuyler's Early Childhood Coalition and coordinating between Schuyler libraries. WGPL will do a drive through January 2022 and be a permanent drop site for diaper donations moving forward.
- Local Heroes Storytime to begin in February or March – monthly program featuring local police officers, firefighters, doctors, nurses, and teachers.

Meetings & Cont. Ed Programs Attended:

- STLS Meetings: ILS Meeting, DAC Meeting, Tech Topics (Office 365), DEI Committee, WordPress Workshop, Post-It Book Reviews
- Other Meetings: ALA Membership Meeting, National Digital Inclusion Alliance (NDIA) Seminars, Adult Literacy Webinar, Ask the Lawyer (Challenged Books), Virtual Rural Library Summit

Old Business

- 1) Construction Aid Updates – Final report for Sidewalk Project has been approved; we should see our 10% reimbursement in the next 6 weeks.
- 2) Insurance Updates – Audit has been rectified and approved.

New Business

- 1) Humidifier Leak – Needs to be replaced; estimated cost \$6,000
 - a. It was last replaced in 2015. Trane estimates life expectancy on these devices is up to 10 years but they see them go as early as 2-3 years.
 - b. Variables include quality of water, how often they are used, etc.
 - c. Stacey and I are scheduling a walk-through with the technician of the entire HVAC system.
- 2) Ingram Invoices – Payment error in April 2021. Confirmed that we owe them an additional \$724 to be paid this month and bring our account up-to-date. We did not accrue fees due to this, but it is coming out of this year's budget.