

**WGPL Board of Trustees Meeting Agenda  
February 9, 2022 @ 4:00pm via Zoom OR in-person**

- 1.) Long Range/Strategic Planning with Brian Hildreth**
- 2.) Approval of Minutes from January 12 Board Meeting**
- 3.) Treasurer's Report**
  - Corrections to previous Treasurer's Report
- 4.) Director's Report**
- 5.) Old Business**
  - Construction Updates/Bid Meetings
  - Sexual Harassment Training
- 6.) New Business**
  - Grant Revenue (Moving funds, needs approval)
  - General Library Maintenance
  - Hector Library
  - Budget FY2023
- 7.) Upcoming Events**
- 8.) Next meeting: Wednesday, March 9 @ 4:15pm via Zoom**
  - Would the Board be open to moving to the following Wednesday, March 16?

# Watkins Glen Library Board of Trustees

## Minutes

January 12, 2022

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, January 12, 2022. Present were Kelly Povero, Judi Richards, Judy Phillips, Stacey Edwards. Absent: Maggie Field and Anthony Fraboni.

Ran out of free COVID tests in 6 minutes. Line out the door. If get more tests will not allow people to take in person—they will put their name on a list. The publicity (not done by the library) for the COVID tests sounded like it would be an ongoing thing but only received 30 tests the one time. Allowed 2 per household.

Did not get any N95 masks. Have received conflicting information from Public Health. Bill Kennedy at Emergency Management received masks. If the library gets an allotment there will be a limit to how many people can get.

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

Treasurer's Report was reviewed.

- At the midpoint of the fiscal year we are at 50% on budget. A couple of items still need to be moved (from grant funding). Utilities budget line is over.
- Revenue doesn't match budget. Kelly will send concern in an email so it can be reviewed.

Stacey made a motion to accept the November Treasurer's report. Judi seconded. All were in favor.

Director's Report is attached.

- DVDs did well last month
- Issue with library website. Down for a week. Fixed now.
- Eight (8) virtual storytimes in December
- Lego program—people are seeing it on Facebook so hopefully participation grows.
- Alexandra, Laura and volunteer have been working on activity packs.
- Next month in person meeting with Brian Hildreth
- Diaper drive update
- Alexandra back now
- April Sophie Mooney will do a concert
- K-9 story time with Andrew Yessman working on scheduling.

Stacey asked about keeping virtual storytimes. Kelly will check with Alexandra.

Unrestricted \$1000 grant received.

EC Cooper OK'd the insurance amounts for the roof replacement contract.

Stacey and Kelly will do a walkthrough of HVAC with Cody from Trane on January 21, 2022.

Meeting adjourned at 4:45pm.

Next meeting is scheduled for Wednesday, February 9 at 4:15pm in person.

Minutes submitted by Stacey Edwards, Secretary.

**Director's Report | January 2022 Statistics**

	January 2022	December 2021	January 2021	January 2020
Adult Book	967	881	826	1693
Juvenile Book	716	527	522	675
Audiobook/Music	16	29	19	96
DVDs	287	300	220	1263
Computer	82	67	-	232
Magazine	3	1	4	5
Other (Kits, Reference)	14	16	N/A	N/A
<b>PHYSICAL CIRCULATION</b>	<b>2085</b>	<b>1821</b>	<b>1591</b>	<b>3964</b>
Ebooks	322	468	308	221
Digital Audio	212	193	226	178
<b>DIGITAL CIRCULATION</b>	<b>534</b>	<b>661</b>	<b>553 (includes RB Digital)</b>	<b>1077 (includes Freegal &amp; RB Digital)</b>
<b>PHYSICAL + DIGITAL</b>	<b>2619</b>	<b>2482</b>	<b>2144</b>	<b>5041</b>
<b>PHYS + DIG CIRCULATION YTD</b>	<b>17,449</b>	<b>14,830</b>	<b>13,419</b>	<b>5041</b>
Website Sessions	215	414	380	737
Wi-Fi Logins	178	67	N/A	161
<b>Web &amp; Wi-Fi</b>	<b>393</b>	<b>481</b>	<b>380</b>	<b>898</b>
Instagram	8 posts 457 followers (+7) 69 likes 195 reach	10 posts 450 followers (+6) 121 likes 186 reach	4 posts 330 followers 22 likes	N/A
Facebook	38 posts 328 post likes 60 post shares 741 page likes (+7) 2454 reach	25 posts 129 post likes 29 post shares 734 page likes (+9) 1528 reach	32 posts 653 reach 274 engagements	N/A
Library Visits	1495	1350	139	3120
Curbside Pickups	7	3	184	N/A
<b>LIBRARY VISITS YEAR TO DATE</b>	<b>11,121</b>	<b>9623</b>	<b>1048</b>	<b>3120</b>
Holds Placed	150	139	325	297
Holds Received	414	283	396	387
Holds Filled	188	181	238	368

Children's Program Attendance	5 Storytimes (9) 6 children 3 adults	8 Virtual Storytimes 225 views	9 Virtual Storytimes 308 views	6 Storytimes (25) 14 children 11 adults
	2 Read to a Dog (14) 8 children 6 adults	1 Holiday Storytime (3) In-person 1 child 2 adults		4 UPK visits (320) 288 children 32 adults
	1 Dino-Storytime (9) 4 children 5 adults	1 Read to a Dog (2) 2 adults		2 My Place visits (16) 14 children 2 adults
	1 Lego Program (7) 4 children 3 adults (Hosted 4 but only one had attendees)	1 Lego Programs (2) 1 child 1 adult (Hosted 3 but only one had attendees)		1 Lego event (3) 2 children 1 adult
		Maria Antonio (4) 2 children 2 adults		1 Pokémon event (25) 16 children 2 teens 7 adults
Grab-&-Go Activity Packs	80 Activity Packs	70 Activity Packs	84 Activity Packs	2 Class Visits (38) 36 children 2 adults
Teen/Youth Program Attendance	Tween Book Club (3) 2 children 1 adult	Tween Book Club (4) 3 children 1 adult		
Adult Program Attendance	1 Virtual Book Club 5 adults	Holiday Gift Cards w/ Meggan Nugent 7 adults	1 Virtual Book Club 5 adults	
	Historical Fiction (FB Only) 14 adults	Historical Fiction (Facebook Only) 14 adults		
	Poetry & Short Stories (FB Only) 18 adults	Poetry & Short Stories (Facebook Only) 6 adults		
		Holiday Gift Cards w/ Meggan Nugent 7 adults		
<b>TOTAL PROGRAM ATTENDANCE:</b>	<b>13 Programs 80 Activity Packs 10 children 55 adults 65 TOTAL</b>	<b>15 Programs 225 FB Live Views 70 Activity Packs 7 children 35 adults 42 TOTAL</b>	<b>10 Programs 308 FB Live Views 5 adults 313 TOTAL</b>	<b>16 programs 370 children 2 teens 55 adults 427 TOTAL</b>

### **Current Happenings:**

- We opened 11 new library cards in January!
- Diaper Drive was a huge success. We received many donations including a large drop from the Victory Highway Church in Painted Post who also donated to our Domestic Violence Drive.
- Received additional test kits and masks to distribute on Wednesday 2/9 until gone.
- All Schuyler libraries have agreed to dissolve the Schuyler County Holds Group and join the DAC Reciprocal Borrowing Group (28+ libraries). This will increase access to new titles and circulation stats.
  - **Example:** We currently have access to 4 copies of James Patterson's new book. Schuyler patrons can only place holds on those 4 copies. In the new group, we will be able to place holds on 20+ copies. The holds list will be a longer but it shouldn't take nearly as long for patrons to receive these items.
  - **Example:** If a patron asks for a new DVD that none of the Schuyler libraries have purchased yet, we will now be able to place holds on those from other participating libraries instead of getting permission to override or waiting for the item to become "not new."
- STLS has expanded access to OverDrive & Libby by partnering with both OWWL (Pioneer) and Finger Lakes Library Systems. Patrons can now access materials in all 3 digital collections by switching their library name.
- STLS is supporting two new databases available for patrons: JobNow and Peterson's Test Prep.
- Kelly's Vacation (February 24 – March 7). This may shorten depending on COVID-19. Estimating 4 WFH days while away to account for ordering materials, checking/responding to emails, mandatory meetings, Board Meeting prep, phone calls, and anything else staff may need while away.

### **Upcoming Programs**

- Youth Advisory Group had their first meeting and decided to start a bi-monthly afterschool Art Club. Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.
- Storytime To-Go: New recording posted on FB and our website of The Story Orchestra. Virtual Storytimes will continue weekly in February.
- 2/21-2/27 Winter Break Reading Program
- 2/23 @ 3:00PM Tween Book Club
- 2/26 @ 10:00AM Finger Lakes Toy Library
- 2/28 @ 7:00PM Virtual Adult Book Club

### **Meetings & Cont. Ed Programs Attended:**

- STLS Meetings: Digital Advisory Group, Director's Advisory Council, DEI Committee, Advocacy Campaign Kickoff, Annual Report Party
- Other Meetings: NDIA Workshops (National Digital Inclusion Alliance), Signage in Libraries, Social Media Librarians Workshop, LGBTQIA+ Competency Training, CDL Copyright (Controlled Digital Lending), Spreadsheet & Data Workshop, Trane Walkthrough with Project Developer, Page Turn Meeting w/ Bell & Spina, ARTS Council, Critical Thinking & Problem Solving in Libraries, Transforming Teen Services (Alexandra)

**Old Business**

- Construction Updates (Pre-Bid Meeting & Bid Read-Aloud)
- Sexual Harassment Training

**New Business**

- Grant Revenue (Moving funds, needs approval)
- Maintenance – Was there ever any feedback from the school about contracting with us? If not, we should consider hiring someone to use regularly for routine maintenance; need someone to assess and maybe caulk drafty windows at the IMRRC (Contacted John Franzese).
- Hector Library
- Budget FY2023