

WGPL Board of Trustees Meeting Agenda
January 12, 2022 @ 4:15pm via Zoom

- 1.) Approval of Minutes from December 8 Board Meeting**
- 2.) Treasurer's Report**
- 3.) Director's Report**
- 4.) Old Business**
- 5.) New Business**
 - Trane Walkthrough
 - Lease Meeting with SCOPED
- 6.) Upcoming Events**
- 7.) Next meeting: Wednesday, February 9, 2022 @ 4:00pm in-person**
 - Brian Hildreth will be joining us for a Long Range Planning info session

Watkins Glen Library Board of Trustees

Minutes

December 8, 2021

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

The minutes of the November 2021 meeting were reviewed. Maggie made a motion to approve the minutes, Judi seconded. Tony abstained, all others were in favor.

Treasurer's Report was reviewed.

- Kelly will talk to Diane about adding "grants in" and "grants out" lines to the budget report to more clearly track grant funding. Currently three grant programs were paid for under the "contractual" line which makes tracking contractual expenses against the budget difficult.
- Kelly bought a new ladder at Watkins Supply to replace the rickety wooden ladder. Stacey had used the old ladder and agreed that it was completely unsafe. Kelly will ask the school about disposing of the old ladder. Stacey is used to cutting them in half before throwing out so no one can take out of the trash, use and be injured.
- Going to be over this year on Utilities budget. Nothing we can do—costs have increased.
- Stacey will look at how much expenses have increased and we will talk about IMRCC rent increase at January meeting. Kelly will reach out to Judy Cherry to see what commercial rents are in the area.

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

Summary of FY21 revenue and expenses was reviewed. It will be used to help with preparing FY23 budget. Was presented for information.

Director's Report is attached.

- Added another column to stats table to make it easier to compare month to month with the disruption of COVID.
- Programming is down since Alexandra was out part of the month.
- Digital stats were up. Maggie thought that might be due to SORA. This is audiobook/ebook system that BOCES subscribes to. When students sign in they are also shown results from the local library collection. That may result in more traffic. The digital collection is curated by STLS and paid for under the STLS contract. Kelly makes recommendations but we don't purchase these materials directly.
- 12 new library cards.
- Shipping delays are affecting new books and popular authors (standing orders). Looking at joining larger group of libraries for sharing holds on new material. Currently we only share new materials with the three local libraries.

- First “Storytime To Go” is up through the end of the month. Ithaca based author. She is interested in doing an in person program possibly this spring.
- Local heros storytime will be starting up. Goal is to have it once per month. Will have themes.

Brian Hildreth, STLS, is available Jan, Feb, Mar to do a 30 min long range planning overview. Feb 9 works best. We would start at 4:15 with him and then do board meeting afterwards. Kelly is going to check whether this would count towards continuing education hours.

New York State is allowing zoom meetings through the end of January. So January meeting will be over zoom. We will go back to in-person meetings in February (unless the guidance changes).

Hosting a diaper drive through the end of January (Montour doing as well). Supporting the start up of a diaper bank. They are still looking for a permanent spot for the diaper bank but Watkins Glen Library will be a donation drop off location long term.

Kelly was notified that library was awarded a local WalMart grant for \$2450. Will be used to expand the youth and teen collection of chapter books and graphic novels. Will support a comic book programming series in the spring.

Final report for sidewalk project construction aid was accepted and we should see the last 10% payment soon.

Kelly and Stacey meeting with Cody from Trane next week. Will get a tour of the HVAC systems and discuss expected remaining life and start planning for future needs.

Stacey made a motion to accept the proposal from Trane for \$5436 for supply and installation of a new humidifier. Maggie seconded. All in favor.

Paid holidays were presented to board for FY23. The board does not need to accept the nine paid holidays. There was discussion about the unpaid holidays. Kelly did not realize that we have not normally been closed the Sat and Sun after Thanksgiving (*in italics below Stacey inserted our 2016 holiday policy for historical reference*) or additional days. There was discussion about the pros of staying open to serve the community versus the need for staff to have time off. Montour Falls Library closes on Federal Holidays. Judi said it used to be hard to stay open when staffed by volunteers because hard to get volunteers on some of the days. Judy thought that there were lots of options for people to go online and alternatives to in-person service and closing for holidays is a way to recognize staff's hard work. Stacey suggested we table the discussion of FY23 schedule until we have done some long range planning.

Holidays

The library will be closed New Year's Day, Good Friday, Mother's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas and New Year's Eve. Additional days around the winter holidays may be added as determined by the Library Director and Board.

The library will be open the following days to meet the needs of the community: Martin Luther King Day, Presidents' Day, Columbus Day, Veterans Day.

Stacey made a motion to approve the mileage policy. Maggie seconded. All were in favor.

Meeting adjourned at 5:01pm.

Next meeting is scheduled for Wednesday, January 12 at 4:15pm via Zoom.

Minutes submitted by Stacey Edwards, Secretary.

Director's Report | December 2021 Statistics

	December 2021	November 2021	November 2020	November 2019
Adult Book	881	948	804	1566
Juvenile Book	527	534	406	554
Audiobook/Music	29	24	48	113
DVDs	300	195	47	902
Computer	67	74	31	162
Magazine	1	1	0	6
Other (Kits, Reference)	16	12	N/A	N/A
PHYSICAL CIRCULATION	1821	1776	1337	3303
 				
Ebooks	468	278	309	205
Digital Audio	193	223 (CORRECTED)	225	164
DIGITAL CIRCULATION	661	796	553	383
 				
PHYSICAL + DIGITAL	2482	2572	1890	3686
 				
PHYS + DIG CIRCULATION YTD	14,830	12,348	9395	19,591
 				
Website Sessions	N/A	414	349	613
Wi-Fi Logins	N/A	67	Unknown	136
Web & Wi-Fi	N/A	481	349	749
 				
Instagram	10 posts 450 followers (+6) 121 likes 186 reach	16 posts 444 followers (+8) 160 likes 214 reach	7 posts 308 followers 66 likes	N/A
Facebook	25 posts 129 post likes 29 post shares 734 page likes (+9) 1528 reach	45 posts 141 post likes 42 post shares 725 page likes 826 page follows 1533 reach	22 posts 1405 reach 365 engagements	N/A
 				
Library Visits	1350	1384	121	2741
Curbside Pickups	3	4	176	N/A
LIBRARY VISITS YEAR TO DATE	9623	8273	1258	16,064
 				
Holds Placed	139	133	224	205
Holds Received	283	253	313	288
Holds Filled	181	186	205	240

Children's Program Attendance	8 Virtual Storytimes 225 views	3 Storytimes (11) In-person 7 children 4 adults	12 Virtual Storytimes 273 views	6 Storytimes (41) 21 children 20 adults
	1 Holiday Storytime (3) In-person 1 child 2 adults	2 Read to a Dog (12) 8 children 4 adults		3 UPK Visits (190) 164 children 26 adults
	1 Read to a Dog (2) 2 adults	1 Lego Program (2) 1 child 1 adult		2 My Place Visits (18) 15 children 3 adults
	1 Lego Programs (2) 1 child 1 adult (Hosted 3 but only one had attendees)			1 Puzzle Night (14) 11 children 3 adults
	Maria Antonio (4) 2 children 2 adults			3 Lego Programs (15) 11 children 4 adults
Grab-&-Go Activity Packs	70 Activity Packs	32 Activity Packs	25 Activity Packs	
Teen/Youth Program Attendance	Tween Book Club (4) 3 children 1 adult	Tween Book Club (3) 2 children 1 adult		
Adult Program Attendance	Holiday Gift Cards w/ Meggan Nugent 7 adults	Virtual Book Club 6 adults	Virtual Book Club 8 adults	Books Sandwiched In 15 adults
	Historical Fiction Book Club (Facebook Only) 14 adults	Historical Fiction Book Club (Facebook Only) 12 adults		Violin Concert (35) 33 adults 2 teens
	Poetry & Short Stories (Facebook Only) 6 adults	Poetry & Short Stories (Facebook Only) 2 adults		2 Mahjong Sessions 10 adults
		Author Meet-&-Greet 25 adults		
TOTAL PROGRAM ATTENDANCE:	15 Programs 225 FB Live Views 70 Activity Packs 7 children 35 adults TOTAL 42 in-person	11 Programs 32 Activity Packs 18 children 55 adults TOTAL 73 in-person	13 Programs 273 FB Live Views 8 adults 281 TOTAL	19 programs 224 children 114 adults 338 TOTAL

Current Happenings:

- We opened 2 new library cards in December!
- Long Range Planning/Strategic Planning with Brian Hildreth: February 9 @ 4:00PM in the conference room.
- Diaper Drive / Diaper Bank – Continuing to collect through the end of January.
- COVID-19 Test Kit Distribution (Received a limited amount; gone in 6 minutes).
- Programs in the works: K9 Storytime, Ithaca Toy Library, Local Heroes Storytimes, Storytelling with Jay Leeming (spring), Concert with Sophie (late February/March), Comic Book Workshop Series with Emily Swan (spring), Valentine's Day Cards?, Blackout Poetry, Movie Night, Board Games for checkout
- Kelly's Vacation – I will be on vacation Monday, February 24 – Monday, March 7. This may change depending on the COVID-19 situation. I will ensure there is adequate coverage and that bills are tended to before and upon return. I will contact appropriate parties to let them know that I will be away. Estimating 3 WFH days while away to account for ordering materials, checking/responding to emails, mandatory meetings, Board Meeting prep, phone calls, and anything else the staff may need while I'm away.

Meetings & Cont. Ed Programs Attended:

- STLS Meetings: Post-It Book Reviews, Circulation Committee, DEI Subcommittee, DEI Book Club, Youth Advisory Council
- Other Meetings: NDIA Workshops (National Digital Inclusion Alliance), SCOPED, Ask the Lawyer (Censorship/Challenged Materials), Trane Walkthrough, Digital Privacy

Old Business

- Roof Project
- Trane Walkthrough/Humidifier/Electrical Room
- Moving of grant funds to appropriate account (Tabled until February – I did not have time to complete the spreadsheet/math).
- Holidays 2022 (Tabled until after our February meeting with Brian Hildreth?)

New Business – N/A