

WGPL Board of Trustees Meeting Agenda
March 16, 2022 @ 4:15pm via Zoom

1.) Approval of Minutes from February 9 Board Meeting

2.) Treasurer's Report

3.) Director's Report

4.) Old Business

- Construction/Bids
- FY2023 Budget
- Hector Library Discussion

5.) New Business

- Trustee Candidates
- Community Engagement Brainstorm: 15 minutes

6.) Upcoming Events

7.) Next meeting: Thursday, April 21 @ 4:00pm in-person

Watkins Glen Library Board of Trustees

Minutes

February 9, 2022

The Watkins Glen Public Library trustees meeting was convened at Library at 4:07 PM on Wednesday, February 9, 2022.

Present: Kelly Povero, Judy Phillips, Brian Hildreth (STLS)

Virtually Present: Judi Richards, Stacey Edwards, Maggie Field

- I. Long Range, Strategic, & Facilities Planning
 - a. Community Engagement is the first step; finding out what residents love about the library and their community, as well as what they would like to see in the future.
 - b. Gather data in virtual, digital, and in-person formats.
 - c. Step 1: The Board should create a list of questions that they want answered. The scope of questions is broad. We want to gather information on library services, programming needs/wants, facility needs (which could also double as community needs), entertainment and recreation, collections development, etc.
 - d. Step 2: Create a digital survey using Google Forms that can be shared on social media platforms and the website.
 - e. Step 3: Focus Groups – find out who is interested in participating. Ask staff, volunteers, patrons, and community stakeholders to sit with 1-2 trustees (either via Zoom or in-person) and discuss the same questions.
 - f. Step 4: One-on-One Interviews with valued community leaders, partners, and organizations. This could be as simple as a “coffee conversation” between friends. It doesn’t have to be formal or on-site but is a good way to gather data.
 - g. Once data is collected and we determine our main priorities and needs of the community, we can prepare a strong Long Range Plan and incorporate into our Strategic Plan, as well.
 - h. **The Board will dedicate 10-15 minutes of our next meeting to discussing Community Engagement questions.**
- II. Hector Library Discussion
 - a. The future of the Hector Library is at risk due to lack of funding. The Boards will meet with Brian on Thursday, February 24th at 1:00PM in the library conference room to discuss options. Kelly will provide a Zoom link for those attending virtually.
- III. January 2022 Minutes – Motion: Judi / Second: Judy / Abstentions: Maggie / APPROVED
- IV. January 2022 Treasurer’s Report – Motion: Stacey / Second: Judi / APPROVED
- V. Director’s Report
- VI. Old Business
 - a. Sexual Harassment Training is now available. Stop in to see Kelly to receive your folder and certification.
 - b. Maintenance needs – Kelly will reach out to the WGCSD again when she gets back to discuss possibility of a maintenance contract between the library and the school.

- c. Construction Updates – Pre-bid meeting will be March 1 @ 2:00PM. Stacey and Jamie from Bell & Spina will be there. Bids are due March 8 – staff is not to open bids or answer any oral questions about the project.
- VII. New Business
 - a. Tony Fraboni has resigned effective immediately. Trustees were asked to bring suggestions to next month's meeting for potential trustee candidates to finish Tony's term. His term was set to expire this year so this person will need to be elected after the term expires. Goal is to have someone appointed prior to election so they have an idea of what is involved in being a trustee.
 - b. FY2023 Draft Budget Review
 - i. More research to be done; Kelly will contact Gayle at the school about health insurance and audits. Next budget draft will note actual and estimates.
 - ii. Utilities – Kelly will get Stacey access to online accounts for NYSEG and electric.

Next meeting has been moved to Wednesday, March 16 @ 4:15PM via Zoom.

Meeting Adjourned: 5:23PM

Director's Report | February 2022 Statistics

	February 2022	January 2022	February 2021	February 2020
Adult Book	842	967	740	1480
Juvenile Book	629	716	488	617
Audiobook/Music	31	16	21	69
DVDs	321	287	176	1092
Computer	66	82	31 appts	179
Magazine	2	3	35	6
Other (Kits, Reference)	10	14	N/A	N/A
PHYSICAL CIRCULATION	1901	2085	1591	3443
Ebooks	279	322	283	224
Digital Audio	202	212	210	187
DIGITAL CIRCULATION	481	534	493	411
PHYSICAL + DIGITAL	2382	2619	1460	3875
PHYS + DIG CIRCULATION YTD	20,015	17,449	15,405	35,048
Website Sessions	409	215	603	534
Wi-Fi Logins	52	178	N/A	111
Web & Wi-Fi	461	393	603	645
Instagram	13 posts 475 followers (+18) 127 likes 806 reach	8 posts 457 followers (+7) 69 likes 195 reach	331 followers 5 posts 37 likes	N/A
Facebook	34 posts 237 post likes 754 page likes (+13) 2014 reach	38 posts 328 post likes 60 post shares 741 page likes (+7) 2454 reach	31 posts 110 page views 786 reach 225 engagements	N/A
Library Visits	1477	1495	124	2845
Curbside Pickups	3	7	131	N/A
LIBRARY VISITS YEAR TO DATE	12,601	11,121	1347	19,184
Holds Placed	134	150	249	264
Holds Received	289	414	320	321
Holds Filled	270	188	230	291

Children's Program Attendance	8 Storytimes (40) 21 children 19 adults	5 Storytimes (9) 6 children 3 adults	8 Virtual Storytimes: 235 views	7 storytimes: 13 children/ 12 adults
	Virtual Storytime 51 views	2 Read to a Dog (14) 8 children 6 adults	Tubby the Tuba: 6 children/ 16 adults	2 UPK visits: 89 children/ 13 adults
	3 Lego Programs (9) 4 children 5 adults	1 Dino-Storytime (9) 4 children 5 adults		2 My Place visits: 18 children/ 5 adults
	1 FL Toy Library (12) 5 children 7 adults	1 Lego Program (7) 4 children 3 adults (Hosted 4 but only one had attendees)		3 Lego events: 6 children/ 5 adults
	1 Read to a Dog (18) 9 children 9 adults			LillySilly Puppets: 6 children / 5 adults
Grab-&-Go Activity Packs	68 Activity Packs	80 Activity Packs	40 Activity Packs	Miss Angie's Music: 14 children/ 13 adults
Teen/Youth Program Attendance	1 Teen Film Club (3) 2 students 1 adult	Tween Book Club (3) 2 children 1 adult	Tween Book Club (4) 3 children 1 adult	
	2 Art Clubs (4) 2 students 2 adults			
Adult Program Attendance	1 Virtual Book Club 5 adults	1 Virtual Book Club 5 adults	1 Virtual Book Discussion: 5 adults	Books Sandwiched In: 33 adults
	Historical Fiction (FB Only) 14 adults	Historical Fiction (FB Only) 14 adults		Block Printing workshop: 12 adults
	Poetry & Short Stories (FB Only) 33 adults	Poetry & Short Stories (FB Only) 18 adults		
TOTAL PROGRAM ATTENDANCE:	20 Programs 68 Activity Packs 53 views 43 children 95 adults 138 TOTAL	13 Programs 80 Activity Packs 10 children 55 adults 65 TOTAL	10 programs: 235 views/ 21 adults/ 9 children	22 programs: 164 children/ 105 adults

Current Happenings:

- We opened 19 new library cards in January!
- Received an additional 99 COVID-19 test kits to distribute to the community
- Collaborating with the ARTS Council of the Southern Regional Finger Lakes for National Youth Art Month in March. They will be providing us with 12 art kits each week with crafts from local artists.
- Emily Swan is developing a 3-4 week Comic Book Workshop for youth and teens. This will be funded through our Walmart Foundation Grant.
- Approached by Mary-Carol Lindbloom from the South Central Regional Library Council (SCRLC) and Lynn Gitlow from Ithaca College's Dept. of Occupational Therapy. SCRLC received funds for a digital inclusion project titled Digital Justice 4 Disability Justice and invited us to participate. The program involves a webinar series for library workers. They also provide a consultant who have expertise in assistive technology. Our library will received the appropriate equipment through their grant funds to better assist patrons with special needs.
- Received three new desktop computers from the Appalachian Regional Commission & STLS grant.
- Posted an ad on Indeed for General Maintenance Worker as needed.
- 4/16 Saturday: Will be tabling at the Cabins to Castles Easter Egg Hunt.

Grants WIP

- Dollar General Literacy Grant – Submitted for Summer Learning Program Funding
- Foundation for Southern Tier Libraries Grant – Expand on "Play" in the children's room
- Elmo Royce Youth Fund – Eligible to apply in April
- Visions Federal Credit Union – Small grants available for programs throughout the year

Upcoming Programs

- Youth Advisory Group
- Art Club – 1st and 3rd Wednesdays @ 2:45pm
- Read to a Dog – 1st & 3rd Thursdays @ 2:30pm
- 3/19 Meet Digit from the Schuyler County K-9 Unit @ 10:00am
- 3/28 Virtual Adult Book Club @ 7:00pm via Zoom
- 4/9 Concert with Sophie @ 12:30-1:30pm
- 4/28 Alzheimer's Association Office Hours – 4th Thursday of each month @ 10:30am-12:30pm

Meetings & Cont. Ed Programs Attended:

- STLS Meetings: ILS Meeting, Advocacy Day, Digital Library Meeting, Cataloging Advisory Committee
- Other Meetings: Chamber's Spark Summit, Summer Reading Workshops 1&2, Schuyler County SLP Meeting (with Odessa and Montour)