

Watkins Glen Library Board of Trustees

Minutes

July 13, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on Wednesday, July 13, 2022. Present were Kelly Povero, Maggie Field (via zoom), Judy Phillips, Stacey Edwards. Kristin Hazlitt, Judi Richards.

The minutes of the May 2022 meeting were reviewed, Judi made a motion to accept minutes of the May 2022 meeting, Kristie seconded. All in favor.

Treasurer's Report: Judi made a motion to approve, Kristie second. No discussion. All in favor. Note that unclassified revenue is printing/copying/faxing (plus any donations in lieu of fines).

Director's Report.

- Good month. Adult circulation over 1000. Juvenile circulation is still up.
- Facebook—stopped posting the numbers of posts because had to be counted manually but a lot of activity and sharing of posts—probably because of programs.
- 20,000 visits! surpassed 2017. Lots of kids in. About 30 in for slime today!
- Alexandra out in June so less programming and activity packs.
- Summer learning in full swing. 52 kids registered—this is huge! 40 kids in person last week and 30 today. Great!
- Play and learn corner is done. And being enjoyed.
- Browsing baskets introduced. Shopping baskets on wheels.
- Strategic Planning adhoc committee. Becky away. Waiting to hear back from Chris and Danny. Plan the first meeting in August.
- Dedication--\$10,000. Still no update but thinking of ideas. Computer lab could use help. Outdated computers, replace chairs, put Toshiba in that area. So many possibilities! Move printers/copier into there. Possibly get laptops to replace some desktops and allow them to be used anywhere in the library.
- New phones are up and running. When you call and get the recording if you hit 1 it will take you directly to circulation desk. When library closed callers can leave a message. If there is an emergency callers can get transferred to Kelly's cellphone. One hiccup--fire security system was hooked to phones. Trying to figure that out. IMRCC is still secure---their phones and security system are working. Options include—replacement of system, interconnection old and new, hardline from IMRCC. Evaluating options. For now they hit the button every time fire system starts beeping.
- 15 year old summer employee started. She is from Watkins Glen. Have her T-F 10-5. Shyanne.
- Popup visit from Utica insurance. Received notice to fix tree limbs. Perfect Cut, Randy, has completed the work. All that is left is for Kelly to submit pictures and they can close the issue.

- Mary Carol Lynn Bloom— South Central Regional Library Council (SCRLC) Digital Justice 4 Disability Justice. Met with her to go through list of options. Will incorporate suggestions and equipment into computer room changes. They must spend money by January—expect equipment in Fall.
- Compiling ideas for adult programming. Working for grants. Native American tribe member program. One program--Women of tribe and role. Will be presented twice--Hector evening, us day. Second program--Rethinking Thanksgiving. Another grant opportunity is calligraphy classes. Other ideas: Opera singer—moved here from Austria. Basket weaving. Can pay artists and buy supplies. Anyone else know of programs? Ukrainian Easter Eggs—Judi will get that person's name to Kelly.
- Stacey asked how a renewal is handled in the statistics? Do these get handled as new books in the statistics?
- Judy asked how staff are doing? New schedule implemented, Laura has a couple of extra hours. Fridays have been OK. Have filled some of the Tuesday evening volunteer gaps.

Should we be doing some recognition of volunteers? Typically was done by FOWL (who is on hiatus) and was dinner at Carol Bowers. Kelly said that there was interest in "Meet and greet" and Thursday evenings had worked well. Kelly will try to organize a mixer in August/September. Possibly shoot for mixer quarterly. Kelly should call Judi to discuss ideas.

Stacey made a motion to adjourn at 4:53pm, Kristie second. All were in favor.

Thursday July 21 at 4:30 scheduled zoom meeting with Brian (STLS) to talk about Hector Library. Questions were sent to Brian and he thinks he can answer most of these. We are sure we will have more questions during and after the meeting.

August 10, 2022 4:15 is next meeting. End of summer program party is the same day 3-5pm so library should be busy.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

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August 10, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on Wednesday, Aug 10, 2022.

Meeting minutes for July were reviewed. Kristie made a motion to accept the minutes, Judi seconded. All in favor.

Treasurer's Report. Discussion of fiscal year ending June 30, 2022. Over for the year. Will stay that way--have to do transfers by June 30th. Gayle told Kelly to not end on a negative for any lines except grant but some confusion on how to do this if we don't know where we are at. When we reviewed the report in June and also in July we were under. There were some expenses that should have gone against FY23 that showed up in FY22 (tree cutting and book purchases). We had expected to be over by \$6000 when we set the budget last year, were over about \$7000 once remove capital projects and IMRRC utility overages. All looks good for the first month of this year. Judi made a motion to accept the budget as presented. Kristie seconded. All in favor.

Excellent July. Juvenile stats are up again. Computer use has been pretty stagnant. Magazines are not going out. Library visits at 22,000 which is higher than 2019. Lots of programs. Summer learning is going well. Lots of storytime, Nan bringing over the Reach program from the school. Tanglewood and Museum of the Earth programs were well received. Six new student volunteers. As school starts, we may not see them as much. Two girls are part of tween book club and art club.

Strategic Committee. Talked about committee membership. Updike and Danny no; Cindy Terry joined. Look for September invitation.

Talked about conference room and possibility of having it available outside of regular library hours. Discussion of IMRRC monopolizing the conference room. Need a policy. Kelly will start drafting.

August 26 Summer help last day. Trustee's give card? Yes, Kelly will get a card for Shyanne that everyone can sign.

Fire alarm system needs to be changed with the phone change. Received a proposal but did not alter what they were paying. Sent him questions and haven't heard back from him.

Low hanging trees trimmed and submitted photos to Utica National (insurance audit deficiency).

Talked to Randy about additional tree trimming—anything overhanging the roof needs to be trimmed.

Met with Kristine Gardner of Schuyler Veteran's service Agency about Grant money. They have to spend by the end of the year for Veterans Office or money rolls to county. Lots of activities planned. Library can table at these events.

Host story time and craft at Schuyler Fit Fest—held at Montour Falls this year. Was the old “Strong Kids/Safe Kids”.

Carl Lewis maintaining adult virtual book club. This will be his last one. If anyone else is interested in running they will send out a call. Otherwise may disband

\$500 quick arts grant for two events. Can use the Community Center. Afternoon program Watkins, evening program in Hector. Haudenosaunee: Life in the Longhouse and Haudenosaunee Women. Two different programs at different times. He will be back in November “Rethinking Thanksgiving” program.

NYSEG & Franklin Energy reps in on September 9 to go over energy efficiency options. Looking into efficiencies and rebates.

“Libby How-to workshops”. Sunsetting Overdrive so Kelly will be doing day and evening programs and zoom options to get community up to speed on Libby. Kelly will do the programs and then post powerpoint on website so available for everyone.

September plan volunteer party.

How can we make money? Sell t-shirts and totes. Have to spend a little bit to get them. Rainbow Lettering locally can do the printing. Plan evening fundraising event? Montour did for early literacy and raised a lot of money. There is a lot we can do.

How to reactive FOWL? No participation.

Meeting with Hector. Talked to Bobby and Elks Lodge and/or Jamesway building. Can we pick some dates? Sept 12/13 after 5:30pm. See if that works.

Construction update. Light covers falling out of ceiling, Kelly’s light on Monday fell out. Leak through two lights in conference room—sudden storm. Talked about Shane Dunn help. We will sign a book for him.

Book sale—hoping for no rain! Will prep T/W/Th. Email request for extra folding tables is possibility. Concerned about weather. It was a drought...and now it is raining a lot.

Adjourned into executive session.

Stacey made a motion to adjourn the meeting at 5:15pm. Judi seconded. All were in favor.

Next meeting is September 14, 2022 at 4:15pm at the library.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

September 21, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on Wednesday, September 21, 2022.

Meeting minutes from August were reviewed. Maggie made a motion to accept the minutes, Kristie seconded. All in favor.

Financial review:

Star Gazette subscription went up \$100 so there was a transfer made to that line. Kelly will look into why the salary line was low.

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

Director's Report:

51 new FB followers. Maybe from book sale promotions. Juvenile circulation is still up. Book sale raised \$1675. Over \$1000 Friday and the rest on Saturday. Almost done with the Book Sale clean up. Signed a Thrift Books contract for leftover books— the library will only pay for shipping. Sent out 29 boxes at an estimated \$8 per box. The library will receive 10% back on sales. We believe this will make back shipping costs.

Using conference room worked really well for the book sale. A volunteer suggested using the bus garage at school--or somewhere else at school. Reach out to the school next summer. Should we consider having a one-day sale with bag sale immediately following?

Sale was lots of work but happy with the outcome. Got to know volunteers and they all worked together. Many patrons were happy to have the sale back!

Midge hosting 2 Mahjong classes in October.

Event coming up: Maija DeRoche book (fiction). Author reading and signing. October 13th at 7pm at the Montour Falls Library.

Libby Basics Workshops. Only one person registered. Lots had asked for the class so surprising only one sign up. Some libraries are missing the education portion—offer lots of service but if don't know how to use they are of no use. Kelly hopes these workshops will help address the issue.

Read to a Dog is back and Sensory Storytimes are now available (geared at early literacy). Maggie will send to the principal's newsletter as well. Information is available on Facebook and the library website.

Completed a walkthrough with Amelia from NYSEG. Waste of time. Not an energy audit. She did send us a list of contractors in our area and their specialties.

Volunteer party—Kelly still needs to work on.

Great Give Back in October. The library collected items to support Catholic Charities First Step Victim Services and raise awareness on domestic violence last year. This year we are promoting Halloween safety and offering free pumpkins to children in the community. Requested funds on behalf of all four Schuyler libraries from the local Walmart. We should know in early October if awarded the donation.

November FLX Gives. Completely online fundraiser hosted by the Community Foundation. Trying to strategize on ways to be more visible during this event.

NYLA conference Nov 2 to 5. Kelly will be in Saratoga Springs. Have group rates for the hotel. Also applied for another STLS scholarship.

Alexandra hosted a table at the Schuyler Family Fit Festival and she was delightful according to Judy! Great participation from the youth. The library had a fall craft available and Storytime.

Apple and Moore field trip next week. Homeschooling families are asking for continued programs.

Roof Construction update. Holding money for the few items that are left.

Executive session to discuss meeting with Hector Library.

Squires is making a donation to Sandy Black Career Center. Would like to come to our next board meeting. Judi can bring Carol here. Three organizations that they gave money to.

Upcoming events: mentioned most. End of October program on Life in Longhouse.

Judy was in Lennox, Tanglewood for Boston Pops concert. 1850 library. Green space next door. Families were using the outdoor space.

Stacey made a motion to adjourn the meeting at 5:15pm. Judi seconded. All were in favor.

Next meeting is October 12, 2022 at 4:15pm at the library.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

October 12, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on Wednesday, October 12, 2022. Present were Kelly Povero, Maggie Field, Judy Phillips, Stacey Edwards, Kristin Hazlitt, Judi Richards.

The Library accepted a \$500 donation from the Squires to the Sandra Black Career Center.

A motion was made by M. Field to accept the September meeting minutes, seconded by K. Hazlitt. All were in favor.

Director's Report is attached.

Oct 15 Saturday a photography exhibit will be installed courtesy of Arts Council grant funding—The Tradition Bearers. Photos of Schuyler, Chemung, and Steuben counties. The collection showcases a snapshot of the different communities.

Strategic Planning--heard from everyone on the committee so a meeting is being scheduled for November 18th.

\$100 gift card for Walmart for October's Great Give Back. Will purchase pumpkins from program money. Perfect Cut—see if they will donate? 10 kids signed up for pumpkin carving so far.

Alzheimer program pumpkin painting for seniors, first program—the office hours have not been a big hit.

Looking into locks and policy to use conference room when the library is not open.

Maintenance update—pipe burst in men's room. Contacted Sheesley's Plumbing & Sewer who responded and fixed it. Leak in electrical room is back with switch to heat (New Britain Roofing still needs to replace and re-route). Fire alarm system updated and taken care of. Had mice—just a couple. Enviropest took care of.

Events are listed at bottom and holiday closures at the bottom of Director's Report.

Treasurer's Report.

In good shape. \$202,000 spent on the roof to date. One negative line discussed last month which money is being transferred to. Judi Richards made a motion to accept the treasurer's report, K. Hazlitt seconded. All in favor.

Kelly will re-email draft IMRCC lease—need to review ASAP.

Hector Library. Bobbi Beckhorn contacted Judy. Maggie saw Tim and he hadn't seen the letter we sent to Hector. Judi--ultimately the taxpayer decision. Future meeting with Brian.

Volunteer acknowledgement: What day and time. Thursday evening. Do in early December--Dec 1 or Dec 8 and make holiday celebration. We will have food. FOWL will pay for it. Raffle--bottle of wine, candy, books. Dec 9 is Village Christmas.

John called about the future of FOWL. Timely as Kelly is signed up for session "Reviving Friends group in Rural NY" at NYLA conference.

Stacey made a motion to adjourn the meeting at 4:57pm. Judi seconded. All were in favor.

Next meeting is November 9, 2022 at 4:15pm at the library.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

November 7, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on November 7, 2022. Present were Kelly Povero, Maggie Field, Judy Phillips, Stacey Edwards, Kristin Hazlitt, Judi Richards.

A motion was made by M. Field to accept the October meeting minutes, seconded by Judi. All were in favor.

Treasurer's Report. Judi made a motion to accept the Treasurer's Report, Kristie second. All were in favor.

Director's Report is attached.

- Some statistics down, some up.
- Circulation finally hit 1000 again. Juvenile circulation is still up. DVDs is consistently down. DVD and audiobooks circulation down in STLS as a whole.
- Discovered food at storytime and you get more kids. Will have "muffin" storytime.
- Tammy Kellogg brought over 3-4 of her seventh grade classes. Trying to do that once or twice a month.
- Maija DeRouche author reading was well attended.
- Perry Ground program. Almost a crisis, he was lost and stuck in traffic and patrons were across the street at the lakeside event center. All worked out in the end and it was an excellent program. His next program is "Rethinking Thanksgiving" on Nov 12. Also in discussion to come back in summer for storytelling program.
- Exploring other program options. Community Arts grant in mind met with 171 Cedar Arts. Can ask for up to \$5000 and group programs. Kristie from 171 Cedar Arts said they can do needle felting, wax dipping, book art, candle making. Emily Swan can do ipod digital art program. Working on that grant. Don't have to wait long for news—they will announce grant recipients in January.

Hot water tank has been replaced. Kelly's dad went and picked it up from Watkins Supply and brought it over. Laura and Kelly got it on dolly to bottom of stairs. Sheesley's guys brought it upstairs and installed. Sealed furnace condensate line on the same visit.

Planning winter cookbook club—Jan through April. Each month will have a theme and cook a recipe from that cookbook and do a potluck. Karl Lewis, adult virtual book club, last meeting. No one has stepped forward to lead so it will disband.

Alexandra and Kelly discussing ideas for Art Club (currently very passive, add structure). Film Club hasn't met recently.

Kelly just came back from NYLA conference—she could talk for 8 hours about the conference!

- She found the “Friends” Seminar very helpful and typed up some notes. Have to commit to recruiting. They presented ideas on how to recruit. For example raffle off a free membership. Talk and email John. Need 4-5 interested people to get FOWL active again.
- Law Library seminar—feel pretty comfortable now disseminating information about the Law Library. The speaker is from Broome County but Schuyler is also his responsibility. Kelly will create a binder and how to guide. Tons of do it yourself forms are available and also “ask a law librarian” feature. Bunch of people take turns answering these questions.
- Also attended marketing presentation.
- And strategic planning (20 sec poll of the week idea).
- Had a great time. Feedback on some of our current programs. Suggests another person attend next year.

Volunteer party on Dec 8. Contacted places for food and waiting to hear back.

Nov 18 at 1pm is first strategic planning meeting.

Construction update

- Stacey presented an update from James Trevett’s recent visit. He has two concerns: the baffles were not installed properly on the IMRRC and that roof is not properly ventilating. Second, the stagger of several courses of shingles was not done precisely correct. Jamie is talking to Certainteed and New Britain Roofing about his concerns. Stacey wants to discuss the stagger with Shane. She is concerned fixing the issue may cause more damage. Do not pay the retainage on the contract.
- Kelly reported that we may need to submit a scope amendment for the roofing project. Tracy was very precise in her description of work that was being done and cost. We cannot substitute or alter that scope without an amendment.

IMRRC Lease: Kristin, Kelly and Stacey will meet at 5pm on Nov 9 to discuss.

- Kelly sent IMRRC insurance information. Kristin said that it was a huge document but that she finally found the page that mattered.

Hector Library Discussion—tabled until after meeting at 5:30 with Brian Hildreth and the Hector Library Board.

New business.

- Wages increasing in January. Kelly to verify meeting minimum wage and requirements for salaried employees.
- Minimum wage increasing to \$14.20 in Upstate New York

Upcoming events—already discussed and in the Director’s Report. Judy has heard positive feedback on the street—lots of events and lots of variety. “The Tradition Bearers” exhibit currently at the library.

Stacey made a motion to adjourn the meeting at 4:59pm. Maggie seconded. All were in favor.

Next meeting is January 11, 2023 (Stacey will not be here). Volunteer party is Dec 8 and can meet at 5:30pm on Dec 8 if necessary for items that cannot wait until January. Help set up if no need to meet.

Minutes submitted by Stacey Edwards, Secretary.

Special Meeting was convened at the Watkins Glen Public Library at 6:50pm on November 7, 2022. Present were Kelly Povero, Judy Phillips, Stacey Edwards, Kristin Hazlitt, Judi Richards. Maggie Field was absent but had communicated with Judi and Judy prior to leaving.

Stacey made the following motion, Judi seconded:

Stacey made a motion for the Watkins Glen Public Library Board of Trustees to place the Hector Reading Center on the May 2023 library ballot to allow voters of the Watkins Glen Public School District to consider a tax cap override in order to provide the estimated \$70,000 budget necessary to fund a municipal library in the Town of Hector. Judi seconded the motion.

Kristin made a motion to amend the above motion: Approval of this motion does not negate the desire to review the Hector Reading Center lease and see minutes of a meeting in which municipal funding of the Hector Reading Center was rejected. And also to tweak some of the language. Stacey seconded this motion.

Resulting in a final motion for the Watkins Glen Public Library Board of Trustees to place the Hector Reading Center on the May 2023 library ballot to allow voters of the Watkins Glen Public School District to consider approval of the estimated \$70,000 budget necessary to fund a municipal library in the Town of Hector through a tax cap override. Approval of this motion is contingent upon Kristin Hazlitt being allowed to review the Hector Reading Center lease and related documentation and providing minutes of a meeting in which municipal funding of the Hector Reading Center was rejected by the Town of Hector. All were in favor.

Meeting was adjourned at 7:05pm.

Minutes submitted by Stacey Edwards, Secretary.