

Watkins Glen Library Board of Trustees

Minutes

November 30, 2022

The Watkins Glen Public Library trustees meeting was convened at 4:12 PM on November 30, 2022. Present were Kelly Povero, Maggie Field, Stacey Edwards, Judi Richards. Kristin Hazlitt joined at 4:45pm.

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

Treasurer's Report. Not yet available, Kelly will distribute when she gets it.

Director's Report is attached. No stats yet—they will be distributed when they are available.

- Former STLS employee and a new volunteer complimented Kelly on childrens' collection. That felt good!
- Some of the grant items came in from accessibility audit. On backorder: Oversize chair, table for wheelchair. Items received: large print keyboard and blue tooth compatible keyboard, mice and magnifier. Will work on getting everything set up except items on backorder.
- Weeding—juvenile non fiction. Large effort. Some books hadn't been out since 2012 and 2003. They spread out holiday collection and unifying labeling. Looks really good.
- Two new mobile hotspots came, catalog next week. Can't keep hotspots on the shelf-- they are going out within the hour
- Alexandra collaborating with MyPlace. Montour no longer doing. Alexandra is dropping off books, may do a story time.
- Spreadsheets of STSL budget—ILS cost share (workflow computers, will likely go up next year as Kelly wants to get a laptop and put workflow on it). Digital collection charges will increase for next year but digital usage has also increased. This is what will go into next year's budget for our cost share.
- Volunteer party is next Thursday.

Keith DeBolt from Trane here for filter changes. Looked at what did in electrical room and was surprised. Stacey will email him to understand.

Lease—Whole lease is new. Wanted to make sure everyone on board saw what was presented. Mark will present to Executive Committee tomorrow. Stacey will email Mark directly about the error in monthly rent in his email.

Judi made a motion, Stacey seconded to go into executive session.

Coming out of executive session at 4:57 Stacey made a motion to adjourn, seconded by Kristi. All were in favor.

Next meeting is January 11, 2023 (Stacey will not be here). Volunteer party is Dec 8.
Minutes submitted by Stacey Edwards, Secretary

Watkins Glen Library Board of Trustees

Minutes from Meeting on January 11, 2023.

Present: Maggie Field, Kristi Hazlitt, Judi Richards, Kelly Povero

The Watkins Glen Public Library trustees meeting convened at 4:15pm on January 11, 2023.

A motion was made by Judi to accept the November 30th Minutes, seconded by Kristi. All were in favor.

Treasurer's Report indicates that we have spent approximately 47% of our operating budget as of July through December 2022. Kelly proposed moving a line item for Perfect Cut Landscaping totaling \$1,250 from Operation/Maintenance Expense to Capital Expenditures as this expenditure was related to the roof project.

A motion was made by Judi to accept the 6 month cumulative Treasurer's Report. Seconded by Kristi. All were in favor.

Director's Report is attached. Reminder that Sexual Harassment Training must be completed annually. If you have watched the required NYS video, please see her. If you need to schedule a training, please coordinate with Kelly or Laura. WGPL purchased 2 additional WiFi Hotspots and now has 4 total for circulation. Empire Passes have been renewed for the 2023 season. Schuyler Directors met in January to discuss adopting a universal library card application and a Summer Concert Series in collaboration with the Montour Falls Farmers Market. Strategic Planning Committee met in December and did SWOT Brainstorming. The committee began to formulate a plan for survey development. Telehealth Kit was finally checked out! A big thank you to everybody who came and/or helped with the Volunteer Party.

Maggie made a motion to go into executive session at 4:28pm, seconded by Kristi.

The Board came out of executive session at 4:36pm.

Judi made a motion to adjourn the meeting at 4:37pm, seconded by Kristi.

Next Meeting: February 8, 2023 at 4:15pm in the library conference room.

Minutes submitted by Kelly Povero, Library Director.

Watkins Glen Library Board of Trustees

Minutes

February 8, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on February 8, 2023. Present were Kelly Povero, Maggie Field, Stacey Edwards, Kristin Hazlitt, and Judi Richards.

A motion was made by Stacey to go into executive session at 4:15pm and seconded by Judi.

Coming out of executive session, a motion was made by Judi to accept the January meeting minutes, seconded by Kristi. Stacey abstained, all others were in favor.

Kristi made a motion to approve the Treasurer's Report. Judi seconded. All were in favor.

Stacey made a motion to transfer a not to exceed \$200 from DVD to periodicals and not to exceed \$200 from DVD to building insurance. Kristi seconded. All were in favor.

Director's Report is attached.

- Facebook had updated their program which led to more followers.
- New lease dropped off to IMRCC last week. Kelly will follow-up.
- Kelly starting to work on annual report.
- First payment received from Thrift books which means that the shipping charges have all been covered by book sales.
- Kelly is going to library advocacy day. Maggie asked that she mention Knovel which NYS is discussing not funding any longer. Construction aid is also proposed to drop.
- Attended FOWL meeting. Focus on regaining members. Might we consider modifying bylaws to allow Director to attend meetings in place of a trustee? All were amendable.
- STLS continuing education day is June 9. All trustees are invited. All day workshops. Would like to get volunteers to cover the circulation desk so the rest of the staff could attend as well.
- \$3965 grant received from the Arts Council. Covers world music performance at Castel Grisch, 4 adult programs by 171 Cedar Arts, 4 Emily Swan teen/tween programs, flower arranging.

Brief construction update by Kelly—update on roof project, possible leak and next steps and dates to do a variance for spending the remaining capital funds.

Strategic planning update. Survey prep should be complete this month, Kelly working on a marketing package, surveys in March, focus groups in April.

Complete NYS required sexual harassment training or submit certificate to Kelly if you have already completed.

5:10 motion to adjourn by Stacey, seconded by Kristi.

Next meeting is March 8, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.