

Watkins Glen Library Board of Trustees

Minutes

March 8, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on March 8, 2023. Present were Kelly Povero, Maggie Field, Stacey Edwards, Kristin Hazlitt, Judi Richards and Amanda Postma. Amanda has to leave early today.

Discussion of library goals with Amanda. Discussed some of the skills and backgrounds that each trustee contribute to the board.

Minutes: "Knoel" needs to be corrected to "Novel". Judi made a motion to accept the minutes as correct, Kristin seconded. All in favor.

Treasurer's report. Two negative rows were corrected last month and will reflect positive on next month's statement. IMRRC lease has been signed but we are behind budget for the rent line because of the utility "true up" that is being paid over this calendar year. This is for utility expenses that were over budget by greater than \$4000. IMRRC agree to split this overage with the library. Will do monthly payment plan starting in April for this overage. Utility costs are low so far this year (on the expense side) but gifts and donations are low as well. Judi mentioned that the newsletter used to have "in honor of" and "in memory" of section. The library received none of these types of donations so Kelly was not able to include anything. Stacey made a motion to accept the Treasurer's report, Kristin seconded. All in favor.

Stacey made a motion for Amanda Postma to fill the term expiring in June 2024. Kristin seconded. All in favor.

Director's Report

- Cookbook club a hit. Amanda saw the post and enjoyed the pictures.
- Art club revamped.
- Talked about executive sessions and the need to carry it on agenda and make a motion specific to what is being discussed in order to go into executive session.
- Annual report for the state: troublesome as some items are calendar year and some fiscal year. Kelly and Brian went through it together. Kelly confident it is correct. The report has a section to put in the date where board votes and approves the report. Kristin made a motion to accept the annual report, Judi seconded. Maggie in favor. Stacey abstained as she had not read it.
- Amanda asked about capital projects. Roof update was provided including details on the unallocated funds and the need for an amendment to the project.
- Talked about leak from humidifier. Trane changed the sensor setting to 40% but this was a previous open item with Trane as there is evidence of past leaks. Kelly and Stacey are preparing for meeting March 22 with Trane.
- Working on community report that Kelly and a trustee will present at the Board of Education meeting in April, library budget vote is in May. Kelly will see if election date is listed in bylaws. Need to put in public notices.
- Creative learning workshop Kelly is attending. STEM forward topic, excited.

- Tutoring boom the last month.

Old business

Kelly distributed information on the CDs that were funded from the maintenance fund.

Strategic planning. Kelly shared the bookmarks and coasters. Survey is almost ready to be released. The QR code link to the survey is on the bookmarks and coaster. Maggie will push the survey for the school community. Stacey and Kelly have first “one on one” interview with Niger of the Chamber of Commerce next week. Community Leaders will be interviewed individually.

New Business

Draft budget was presented.

Kelly will check with Brian regarding sending out a fundraising letter. Is the library allowed to directly fundraise or does it have to go through FOWL?

Stacey motion to go into executive session to discuss salaries. Maggie seconded and commented that any confidential information should be sent to Maggie home email not her school email.

Stacey made a motion to adjourn at 5:17. Kristin seconded. All in favor.

Next meeting is April 12, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

April 12, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:21 PM on April 12, 2023. Present were Kelly Povero, Maggie Field, Stacey Edwards, Kristin Hazlitt, Judi Richards and Amanda Postma.

Administered the oath of office to Amanda Postma.

Judi made a motion to approve the minutes for both the March 8 and the March 24 meetings, seconded by Kristin. All were in favor.

Treasurer's report. Stacey made a motion to accept the Treasurer's report, Kristin seconded. All in favor.

Director's Report

- March statistics for juvenile and adult books were both up. Possibly home schooling families driving increase in statistics.
- Payments have begun from IMRCC for past Utilities overages—spaced over calendar year 2023.
- 200 people at Cabins to Castle event 4/8—Kelly tabled.
- Seed library went viral (locally). Lots of people sharing and liking who are not patrons.
- Kelly and Stacey met with Cody from Trane—trying to control maintenance agreement costs for HVAC. Kelly is learning how to change filters. Stacey met with local firm about replacing obsolete, unsupported, controls on existing IMRRC HVAC system. They seemed interested.
- Alexandra created new resource kits with Delta Kappa Gamma grant. They were just catalogued-- early education kits.
- Past Arts Council grant for adult programming--checks went out today. There is additional funding available and Kelly was notified that she could apply for another \$1000 grant (for a total of \$5000). Will apply for art supplies.
- Contacted Judy Phillips about Rotary grant.
- Schuyler County fund grant for sensory—applying for. Increase for bilingual books for young kids. French and Spanish. Grant could pay for Habbi Habbi.
- Patron called about process for dedication and memorial plaque. Does not appear to be in current handbook or policies. Peggy will call Harriet to see if she can provide any background.
- Upcoming events are listed at the bottom of the director's report.

Old business

- Strategic Planning: Handed out survey responses so far—110 people responded to online survey. About 30 paper copies also filled out. Let's promote the survey ourselves and regroup with Strategic Planning for helping to promote.

- Budget vote. Judy Phillips handled last year—need shifts from 11-7pm in two hour blocks. Judi will call John. WGCSD Board meeting on April 19 at 5:30. Kelly and Judi will go, Kelly will do the talking. Kelly will print ballots. May 9 vote. Stacey and Judi there at 7pm to count ballots.
- FOWL membership meeting May 10 at 7pm. Amanda will attend representing the board. Stacey will draft a letter to FOWL asking for a donation of \$10,000 to offset decreased donations to the library for FY23. Stacey will distribute to board for input, then it can be finalized and sent to FOWL.
- Discussions at FOWL about sending out a fundraising letter, increase to membership dues. Good response from letter sent.

New Business

- Maggie Field stated that bylaws say if President leaves, Vice President automatically fills the position. Stacey made a motion to appoint Judi Richards for President. Amanda seconded. All in favor. Budget flyer will be updated to reflect Judi is president.

Stacey made a motion to adjourn at 5:03. Judi seconded. All in favor.

Next meeting is May 10, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

May 10, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:20 PM on May 10, 2023. Present were Kelly Povero, Maggie Field, Stacey Edwards, , Judi Richards. Absent were Amanda Postma and Kristin Hazlitt.

Maggie made a motion to approve the minutes for the April 12 meeting, seconded by Judi. All were in favor.

Treasurer's report.

Kelly met with Kyle and Gayle. Stacey to look at budget, there is some confusion as past information not lining up with current information.

Talked about FOWL donation. Judi is willing to go to FOWL meeting tonight at 7pm and request a \$10,000 donation. This is necessary to cover donations that are under budget. To meet budget shortfall we must either transfer money from Building Maintenance Fund or receive from FOWL.

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

Director's Report is attached. Discussed:

- Over 1000 for both statistics. 213 holds placed. Had to cancel last cookbook club because of a natural gas leak.
- Presented budget to school board.
- Quotes for HVAC controls have been received.
- Selling tote bags
- Presenting at Veteran's Services Coffee talk. Will share what library has to offer.
- Tabling at Corning Pride Fest to reinforce that libraries are safe spaces.
- Now attending Schuyler Heal meetings (old Schuyler Fit Fest) and see how library can help.
- Finalizing summer learning. Kelly provided additional details.
- Director's meeting with local directors tomorrow.
- STLS issued a payout for \$742. We can decide how to use it. Add as income at this point.
- Grant to replace teen space.
- One feedback from survey was more seating. Received two stools and made additional seating with existing table.
- On vacation May 25 to June 6, 2023.

Old business

- Budget vote results sent out.
- Strategic Planning: 205 responses. Survey seems to plateau. Maggie will think about other avenues. Fonda meeting Monday, Chairman Blowers Friday. Public Health interview. Working on setting up Focus Groups. Resend press release to Charlie.
- Construction Aid. Talked about Logical Controls. Can we do construction amendment for controls and interior painting. Think these are the best options.

New Business

- Talked about staffing. Two or three volunteer callouts every month. Need someone to help with programming. Burnout from covering volunteers. Brainstormed possible solutions.

Stacey made a motion to adjourn at 5:04. Maggie seconded. All in favor.

Next meeting is June 10, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.