

## Watkins Glen Library Board of Trustees

### Minutes

July 19, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:20 PM on July 19, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards. Absent were Maggie Field.

Stacey made a motion to approve the minutes for the May 10 meeting, seconded by Judi. All were in favor. Amanda and Kristin abstained.

Treasurer's report.

Next month when we get the report--make sure maintenance reserves show on the report (as \$0). The assigned fund balance for the capital project—how will this be shown? Let's have Kyle and Gayle come to fall board meeting. We can ask our questions then. Same with grants line showing in and out—we are confused by this and need clarification.

We will also need to ask about audit. When is it and how should we be prepared? Kelly will ask Kyle/Gayle.

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

Director's Report is attached. Discussed:

- June stats still up even though a big homeschooling family moved out of the area.
- This is the start of year to date stats for visits.
- Art club going great. \$800 grant for art club. Switched club to another day for the summer.
- 38 people for Books Sandwiched in. May be biggest turnout ever.
- Veterans Service Talk—large group and Kelly invited back any time.
- Kelly was honored as a Paul Harris Fellow by Rotary!
- 105 kids for summer learning—double of last year. Good crazy. Attributed increase to word of mouth. Returning families and new families. Coming from Penn Yan and Ithaca. Judi commented that the family centered area is bringing in kids just to play. Summering families here opening cards. New families. Parents and grandparents bringing family in. Buying books off the cart.
- Perry Ground back with storytelling. Montour Fire Hall 11am. Grant funded.
- July 29 local performer in Lafayette Park—"Tromp through the Swamp"
- Aug 5 Global Cuisine cooking class. Open to kids that are in summer learning.
- My Place—coming once a week and library card application. Six different groups asking to come in. Had to turn some away—not enough staff and time. Maggie may be able to do something for them.
- Cheyanne is back—T to F 10 to 5pm. Summer help. She is great!
- Carpet cleaning at the end of the month.
- FOWL sent in their second donation of \$1000. First allotment in grants and second to donations.

- Waiting to buy meeting owl.
- Fabric chairs discussed. Getting rid of them.
- Book sale—getting donations. Were on the news promoting event. Thursday afternoon the school is booked so we have all day Friday for set up and Monday for clean up. Lots of interest from volunteers. Kelly will send out an email the first week of August. Being held in Kindergarten gym. Do we have to supply tables? Kelly will check. Have started advertising online and will put ads in the paper. Lots of great donations—will be great sale.

#### Old business

- No update on EOY financials
- Beverly Martin estate—official notification of her debts. Nothing that we need to do. Named as beneficiary but debts so unlikely to receive any money.
- Hector Library need to start working on. Let's have a separate meeting with just us—Kelly will send out possible dates. Judi no mid August. Early September? Amanda can typically do after 4. Kristin can do lunch zoom or after 5pm. Hector Sept/Oct. Present to school board December. Judi suggests that we have a draft for FY25 budget to start to discuss. May need Brian Hildreth here to explain things.
- Construction updates—control replacement discussion with Lou of Taitem Engineering. Proposal to get Energy Audit. Amanda thinks we can get that for free—on NYSEG gas purchase. Getting quote to do parking lot.
- Trane contract is done—had last service. Found refrigerant leak and needed to top off.

#### New Business

- Have to approve board positions. Kristin moves that we keep the same slate, Stacey second. All in favor. Maggie will stay on til we find a replacement. Could we find someone from Hector Library board? Or new school librarian? Hospitality industry? Some people Kelly's age may be interested?
- Judi approved Kelly's employment.
- Performance review around this time. Kelly has no preference who does. Did we use the school form?
- No executive session.

Stacey made a motion to adjourn at 5:35. Kristin seconded. All in favor.

Next meeting is August 9, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

Aug 9, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:21 PM on August 9, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, and Judi Richards. Absent were Maggie Field.

Kristin made a motion to approve the minutes for the July 19 meeting, seconded by Amanda. All were in favor.

Treasurer's report.

No end of fiscal year report yet. Have report for July.

Unexpected expense for Trane for refrigerant leak. About \$500.

Stacey had a question on reserves—will send draft email to Kelly so Kyle can answer.

We also had a question about July health insurance. Kelly can get that answered as well.

We do want to set up a meeting with Gayle and Kyle in October. Refer to July minutes for additional questions.

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

Director's Report is attached. Discussed:

- Great month for juvenile checkouts
- Had a lot of programs! Square dance celebration is last summer learning event.
- Pilot testing "lucky day" collection
- Book sale prep. Sign ups coming on. Had to pause donations as out of space. Week of sale will accept additional donations. Kristin asked about circulating books between book sales—usually non fiction is what is left so doesn't sell.
- Finished weeding non fiction. Things that were outdated or hadn't been checked out for 20 years were purged. Will gain space for young adult, mysteries and fiction.
- Carpet and window cleaning is completed. Carpet cleaners are really good. All stains out of stage area.
- Making an effort to be more involved in Schuyler Chamber of Commerce.
- Back to school drive—bin is by the front door. Any changes since school is now supplying all school supplied.
- NYLA is 1<sup>st</sup> through 4<sup>th</sup> and a little cheaper since Kelly presenting this year. Kelly is presenting with south central regional library council on creating more accessible spaces within the library.
- Cooking class—lots of fun. Opened up to all kids over 8 as summer learning didn't fill it up. She said she would love to come back.
- Arts Council offered a two part kite building class. Conflict but had 4 people show up,

- World music performance—soprano is doing for free at middle school piano. Free to use. Consider bake sale as well. Might have Ed Clute play as well.
- 171 Cedar Arts funding to host 4 part comic illustration for teen girls.
- Beverly Archer passed away and donations in her memory. Will track as a grant.
- Next month working on collections development policy. Be prepared to discuss.
- Schuyler HEAL, Kelly joined. Getting to know other organizations. Allowing other organizations to table in the library.
- Needle felting, jewelry making, book binding are some upcoming adult programs.

#### Old business

- Training with Brian Hildreth, STLS, Sept 13 at noon. Zoom, Issue right now with zoom (not getting 50% discount as a non profit).
- We need to prep for Brian's training. We need to send around old questions and information.
- Strategic planning meeting Aug 18 at 9am. Some committee members will not be there. We will go through survey and talk about focus groups.
- Construction updates. One parking lot quote. \$68,000. StoneCoat and others did not contact.
- Can't get Energy Audit free per Taitem. CCE Green Jobs Green NY--\$100 audit. Also sent heat pump incentives information.
- Halco about annual service for HVAC. Haven't heard back.
- Performance review for Kelly—let's ask Maggie to do again. Judi and Kelly will let Maggie know.

#### New Business

- No executive session.

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

Next meeting is September 13, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

## Watkins Glen Library Board of Trustees

### Minutes

Sept 13, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:18 PM on September 13, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards and Maggie Field.

Kristin made a motion to approve the minutes for the August meeting, seconded by Amanda. All were in favor.

Treasurer's report.

We have not seen end of year fiscal year report yet. Kelly will ask for it. Waiting to hear from Gayle/Kyle for meeting attendance—they were invited to October meeting.

Kristin made a motion to accept the treasurer's report and Judi seconded. All were in favor.

Director's Report (attached):

- Book sale was a success--made more money than last year and only a one day sale (last year was two). Line out the door at the start of the sale. Space was perfect! Signage needs to be better next year. If we could get extra time in gym it would be perfect. Need fans next year—it was hot in the gym. Need more help moving boxes. A cart would have been useful as well.
- Sent updated statistics chart. Could be easy to trend multi year stats. Is 5-7pm driving statistics? Kelly thinks possibly—have Girl Scouts T and Th.
- Have a lot of adult programs coming up—needle felt foxes, book clocks, all Saturdays in October—book art (book necklaces), journal/necklace and pop up cards.
- Met with Hope Decker, daughter of Beverly Archer. Grew up in Pine Valley and always felt didn't have money for art supplies. Want donations to go toward students who can bring art supplies home.
- Have an appointment with Halco Sept 29. Coming to see if they can service units and then will perform fall service if they can.
- Cookbook club back starting next Tuesday. Following sessions may partner with public health.
- Language resource kits have come in.
- Schuyler Directors meeting coming up, will discuss Great Giveback ideas. Maybe Educational composting? Maggie said contact Lisa for Compost Theater.
- Community Foundation fundraiser in November. Do better when something specific that we are fundraising for—summer learning is a possibility.
- Larry's Paving contacted—Painted Post. Sent pictures and square footage. Hopes to hear back soon. Alex Cole Paving Amanda had used and suggested contacting.

Old Business

- Board training with Brian Hildreth went well today. Discussing approach to Hector Library. Stacey will ask if this counts as continuing education.
- Wait for Brian's response and make motion next month on Hector discussion.

- Strategic planning met—Phil, Kelly and Stacey. Skipping focus groups for now. Good survey responses. May do focus groups later. Reach out to focus group volunteer to thank them. Feel like we have enough information from the surveys.
- Kelly is comfortable with presenting a draft budget before end of month.
- Kelly's performance review was completed by Maggie and Kelly.
- Congratulations to Stacey being chosen 2023 Outstanding Library Advocate for STLS.
- Rules of Respect looked good. Maggie made a motion to adopt the Rules of Respect, Kristi seconded. Kristi's comments were incorporated into the draft. All in favor.
- Collection Development policy was reviewed. Kristin made a motion to accept policy with Stacey's edits and appendix numbering edited by Kelly. Maggie seconded. All in favor.
- Storage unit options was presented by Kelly. A lot of furniture here that hinders staff space and storage. \$70 to \$100/month. Could include in the budget for next year. Get rid of TV, get rid of light fixtures, clean out. Keep only the best stuff.
- No reason to go into executive session.
- Taitem proposal—table for another month.
- Kelly responded to letter from Village Water (new lead and copper rules).

Stacey made a motion to adjourn at 5:12. Kristin seconded. All in favor.

Next meeting is October 11, 2023 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

## Watkins Glen Library Board of Trustees

### Minutes

October 11, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:25 PM on October 11, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards and Maggie Field.

Kristin made a motion to approve the minutes for the September meeting, seconded by Amanda. All were in favor.

Treasurer's report.

Kristin made a motion to accept the end of fiscal year 2023 Treasurer's report and Amanda seconded. All were in favor.

Stacey made a motion to accept the September treasurer's report and Kristin seconded. All were in favor.

Director's Report (attached):

- Stats down—we lost 4-5 days of data due to power outages.
- Good month for programs
- Purchased Museum of the Earth passes (ready to go now). Also getting Corning Museum of Glass and Sciencenter passes as well.
- Waiting to hear when Kyle, Diane or Gayle can come to our meeting.
- 14 kids for paper bag owls! Biggest art club turnout yet.
- Halco rescheduled for Thursday 11am to 2pm next week.
- Holding clothing drive for people who have to attend court but don't have appropriate apparel.
- Community compost series coming up
- Kelly will move forward on donation of artwork
- Elliot Construction came out yesterday—have not had quote. Alex Cole Paving call next week. Have not heard back from others.

Old Business

- Strategic planning—have started assembling goal statements. Kelly will share the draft with the entire board. Hard for board to comment on draft budget until strategic goals are reviewed.
- Construction aid update: no progress on paving. Discussion of Taitem proposal. Still working on amendment
- Kristin wants the proposed amendment for Hector Library approved by Brian (after changes were made).
- Budget—discussion about Kelly's thoughts.
- Let's have a special meeting before Nov 8 meeting to talk about strategic planning and budget.
- Stacey's award was presented to her. Good campaigning if we publicize the accomplishments.
- First amendment presentation by Cole Adams was distributed—Kelly talked to her one on one. We will wait to revise our policy until STLS sends a draft policy. Libraries are limited public forum so we don't have to allow recording within the building.

- Corning did have first amendment audit by Western NY (youtube channel). Left many messages on Pauline's phone asking for surveillance video. Met with lawyers and they were not privy to the information.
- ALA grant for accessibility needs. Kelly will work on grant.

Stacey motion to adjourn at 5:32pm, Kristin seconded. All were in favor

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

Minutes submitted by Stacey Edwards, Secretary.