

# Watkins Glen Library Board of Trustees

## Minutes

November 8, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:20 PM on November 8, 2023. Present were Kelly Povero, Amanda Postma (zoom), Kristin Hazlitt (zoom), Stacey Edwards, Judi Richards and Maggie Field.

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

Treasurer's report.

Grants line issue. Grant money is not rolling over. Kelly working with Kyle and Diane.

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

Director's Report:

- 14,072 beats last year for year-to-date statistics. Getting closer to pre pandemic numbers.
- CMOG passes arrived.
- Meeting Owl kit arrived—will be flexible. Advertising we have it.
- Stacey took the metal light fixture for recycling.
- Electrical box issue--pulling out of the wall. Took photos and contacted John Franzese (email was kicked back so contacting via phone). Kelly will email photos to Amanda for her husband to help.
- FLX Gives fundraising for summer learning. Next week.
- Push learning session with Kyle and Diane to January.

Old Business

- Strategic planning—printed hard copies. Board decided to send back to committee for clean up as it is too hard to read. Re-present next month. Brief call or zoom with the whole strategic planning committee at some point. Kelly and Stacey to work on agenda.
- Construction aid update: Two prices on paving—this one about half prior price. Hoping Alex Cole and another will submit pricing. Discussion of Taitem proposal. Draft construction aid amendment and get Brian's feedback. Three proposals about \$78,000. Need to have HVAC taken care of by next year so this is schedule critical.
- Need another budget planning meeting. Stopped to see Bobbi—they are also updating their budget. Kelly will send out a Doodle poll to find a time for us to meet.
- Stacey made the following motion:

*Whereas, the adoption of the 2024 budget for the Watkins Glen Central School District Free Public Library (Watkins Glen Public Library) may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; and*

*Whereas, Education Law 255 and 259 allows the Watkins Glen Public Library to put forward a public vote to residents of the school district in order to fund the Watkins Glen Public Library as well as the E.B Pert Memorial Library (Hector Reading Center), and utilize such funds to provide public library services to the residents of the school district; and*

*Whereas, the E.B. Pert Memorial Library (Hector Reading Center) will remain an autonomous entity **as a municipal library** with its own governing board of trustees **and own budget**, separate from the Watkins Glen Public Library board of trustees, outside of the library's annual budget campaign and voting process.*

*Now therefore be it Resolved, that the Board of Trustees of the Watkins Glen Public Library voted and approved to exceed the tax levy limit for 2024 by at least sixty percent of the board of trustees as required by state law on November 8, 2023 to fund both the Watkins Glen Public Library and E.B. Pert Memorial Library (Hector Reading Center).*

*Maggie seconded the motion. All were in favor.*

Maggie motion to adjourn at 4:54pm, Amanda seconded. All were in favor.

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

Minutes submitted by Stacey Edwards, Secretary.

## Watkins Glen Library Board of Trustees

### Minutes

December 13, 2023

The Watkins Glen Public Library trustees meeting was convened at 4:13PM on December 13, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards and Maggie Field. Stacey Edwards joined at 5:42PM.

Maggie made a motion to approve the minutes for the November meeting, seconded by Amanda. All were in favor. Kristin suggested that we use last names in Minutes moving forward for non-Board member mentions such as Brian Hildreth, STLS Director.

#### Treasurer's Report

Judi made a motion to table the November Treasurer's Report until the January meeting to ensure everyone has time to review it. Maggie seconded. All were in favor.

#### Director's Report (attached):

- The library raised \$792 during the FLX Gives virtual fundraiser to support the 2024 Summer Learning Program.
- Table and chairs for new teen space have arrived. Kelly shared some of the items purchased using grant funding such as portable generator chargers to increase access to outlets in the building, lap desks, and lap buddies for the children's room.
- The library now provides diapers in the restroom as well as feminine products. This has been well-received by patrons.
- Kelly met with Lorry Johnson from Civil Service to discuss creating new job descriptions or revamping old ones. Lorry offered to attend a Board Meeting to help explain the process. The Board agreed this was a good idea. Kelly will reach out to Lorry about the February 2024 meeting.
- WGPL was awarded \$1,000 via the Southern Tier Library System's Diversity, Equity, and Inclusion mini-grant program. These funds will be used exclusively for collections development focused on marginalized groups, particularly Indigenous groups and local Native American history.
- Read to a Dog Program is growing! The library will welcome Kim and her Shih Tzu Dale on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month from 6-7pm.
- Kelly discussed the large mobiles that John Burton would like to donate. The art was created by his late wife who was a Watkins Glen native. The pieces are larger than anticipated (4-5 feet long). He believes the best location for them is the window at the South side of the building (directly across from the Circulation Desk). John offered to cover the cost of installation. The Board agreed to move forward with the project.
- Friends of Watkins Library (FOWL) met in November. They are working with Insero & Co to reorganize and then will focus on recruitment opportunities.
- The Volunteer Party will be held at the library on January 18 from 6-8pm. The Student Volunteer Party will be on Friday, January 26 from 2:30-4:30pm.

#### Old Business

- Strategic Planning – The Board reviewed the Strategic Plan 2024-2027. Kristin made a motion to approve the Strategic Plan 2024-20247, Maggie seconded. All in favor.
- Construction aid update: Amendment draft has been re-submitted to Brian for review to include painting, paving, and Taitem quotes. We will wait for feedback before submitting to NYS.
- Taitem Proposal – Stacey motioned to enter into contract with Taitem, not to exceed \$20,000, for the scope as proposed. Kristin seconded. All in favor.
- FY 2025 Draft Budget Review – The Board reviewed each line of the draft budget.

Stacey motioned to enter Executive Session at 6:12PM, Judi seconded. All in favor. The Board came out of Executive Session at 6:34PM.

Stacey made a motion to adjourn at 6:38PM, Amanda seconded. All were in favor

Next meeting is January 3rd at 4:15pm (moved from the regularly scheduled 2nd Wednesday).

Minutes submitted by Kelly Povero, Director, and Stacey Edwards, Secretary.

# Watkins Glen Library Board of Trustees

## Minutes

January 3, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:25 PM on January 3, 2023. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards and Maggie Field (Maggie via zoom).

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

### Treasurer's report.

Kristin made a motion to accept the November Treasurer's report and Amanda seconded. All were in favor. The December Treasurer's report had just been sent out on January 3 so no action was taken as all trustees had not had an opportunity to review. It will be reviewed in February.

### Director's Report (attached):

- Not getting website statistics—reports will come from Matona which replaced Google Analytics but it is not working. Trouble ticket is in.
- Holds report did not come in yet which is why that is also blank on the Director's Report.
- John Franzese crew came in for detaching sink (and at least made a temporary fix) and door electrical box.
- February 14 Trustee meeting: John Ball to report on FOWL and possibly Lorry Johnson Civil Service will be at meeting as well.
- Strategic plan is live and online!
- Working on meeting NYS minimum guidelines for libraries: we are compliant except missing the full 7 years of trustee minutes. Kelly is loading up past years as time allows.
- Google forms are love for collection requests and library of things. Will keep promoting. Working on adding "Donation" button to the website next.
- Fiction shift is 70% complete. Addressing other items at the same time the books are moved. Spine labels are being fixed, merging some of the collections, etc.
- SnapEd "World of Spice" program at the library.
- Jan 18 volunteer party from 6-8. FOWL will be at the party as well. Recruiting more members and volunteers.
- Science and Discovery Center grant for programs!
- Schuyler Director meetings recently - Collaborative programming—April program, concert (may be Tim Ball). Working on summer learning program—"adventure begins at your library" theme. Received grants. Will apply for another one in March. Tie in book locations as theme. Hoping to pull together some women programming.
- Wed Jan 17 at 6pm meet with Brian and Hector. Heard from Bobbi that Hector will be present.

## Old Business

- Construction Aid—Kelly will talk to Brian tomorrow afternoon about construction aid application.
- Draft budget review
  - At 5pm Stacey made a motion to go into executive session to discuss salaries. Kristin seconded. All were in favor. 5:40 Stacey made a motion to leave executive session. Amanda seconded. All were in favor
- Bell and Spina submitted the roof record drawings. Still waiting for final invoice. Stacey will review the drawings and print out a copy for the library.

Kristin made a motion to adjourn at 4:54pm, Amanda seconded. All were in favor.

Next meeting is February 14, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

## Watkins Glen Library Board of Trustees

### Minutes

February 14, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on February 14, 2023. Present were John Ball, Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards (via zoom), Judi Richards and Maggie Field.

John Ball presenting about FOWL. Last May had an in person meeting (first since Pandemic). Dormant for a few years. Hard grind. 2019 the group was shrinking and trouble getting traction. Two prong approach to reviving—review status documents (bylaws, policies, etc). Understand and see what needed to be modified. Rewriting with help from IRS, NYS Office of Charities, and NYLA. Learned about policies that they need to implement. Were not registered with IRS as tax exempt organization. That is in progress. Deadline and hope to adopt new policies at May annual meeting. And Second: membership drive and recruiting people to the board. Have 6 members now, two vacant positions. Have only had one person join since last summer. If we know of anyone who is connected in the community try to persuade them to join the board! Particularly looking for people who want to take a leadership role. Talk to John Ball. 607-228-7631. And Kelly has John's email as well. Have a mailing list with 90 or so people. Met with Duane Shoen from Insero and Co. who encouraged them to do all these things. Suggests that they don't go to the IRS with blank names in executive roles. If this doesn't happen by May will be difficult to continue. John's 2 year term as treasurer will be up them. This is a desperate appeal. Do we know attorney or accountant who is experienced with tax exempt organization who might work pro bono or reduced fee? Did meet with John Terry. Other Friends group—common to have memorandum of understanding between Friends group and the library. We don't think this exists. John will invite us to work with them in putting one together. NYS Library Assoc can help and other library has sample. Has a copy of some of the resources that he left with the trustees today. Used to have a liaison from Trustees to the FOWL meetings. This would be good to ensure a close working relationship. Also some FOWL groups send representative to board meeting. FOWL used to meet multiple times per year. They meet once every couple of months right now. They usually meet in the mornings. Asked if we have any thoughts about a vision for FOWL. Years ago FOWL did the book sale and got volunteers, board would request money for certain items from FOWL. Kelly would love to see FOWL take back the book sale. Kelly would love to see them be the fundraising arm. Send out annual letter asking for donations. FOWL needs younger members! New membership form changing up volunteer options so try and recruit. May try to attend Rotary or PTO meetings to recruit. Last thought—John Ball treasurer for two years. Still not sure how this all works. FOWL always made \$3500 per year and then pitched in on certain programs and purchases. Is there a formal budgeting process? No, don't think there has ever been a process. John thinks stronger organization if budgeted better and planned giving. Don't want to spend down fund balance impulsively. Wonders in this calendar year if it would be a hardship to give only what FOWL brings in. Revenue last year was \$3000. \$5000 to 10,000 were some past annual revenue. Kelly and Judi agrees that \$3500 would be great (\$1000 on donation line and track the second donation \$2500). Last year was a better year but nowhere near what need. Is there anyone that could help set up a budget? Kelly or Stacey could help.

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

Treasurer's report.

Kristin made a motion to accept the December and January Treasurer's report and Stacey seconded. All were in favor. January—concerns about paper towels and disability lines going over. Jump in usage of paper products may be related to an increase in patrons. Were just billed for STLS and fire alarms and fire inspection. We are very low on donations. Overages on grant line—will have to pull money at the end of the year. The money from last year was supposed to roll over into the new year. This did not happen. Think grant was included in bottom line last year. Gayle and Kyle and Diane don't seem to know what to do. Will likely need to pull reserves to ensure grant line is fully funded.

#### Director's Report (attached):

- Activity packs have been going down—Alexandra busy with other initiatives. Goal is for 20 per month ongoing.
- Adult fiction weeding and shifting is done. Expanded young adult section and cleaned up tight areas. Teen section is ADA compliant. Place for board games and teen stuff.
- Two programs—Alzheimer's and dementia conversations.
- VA Safe training April 1. Lots more interest from local organizations using the space.
- Volunteer party was a success
- Contacted Kai D'alleva to set up tax cap meeting. Heard that Kai and Kyle had spoken about it. They will get back to Kelly to set up a meeting. Very busy for school right now.
- Telekit pilot program. How do we promote and share benefits? Watkins, Ovid, Macedon will host telehealth open house (University of Rochester Medical and American Cancer Society) and attendees will get questions answered by a doctor. Genetic counseling first topic--may open door to other future programs. We design flyer and send to U of R to print up.
- Lori Johnson will be here next month.
- STLS policy retreat in March. Kelly wants to get our policies in order.
- Annual report due end of month
- March 26 to April 7 Kelly is on vacation.
- Website stats missing from report. STLS is migrating our statistics so should have soon and in time for annual report.
- Still sitting on book sale books. Taking to Ithaca Friends sale. In talking to staff just rent a U haul and have Boy Scouts help load books. This will allow us to clean up back room. 50-60 boxes in the back. Thrift book you can scan and see if they will take it. Non fiction and juvenile non fiction is out of date so only Ithaca will take. Kelly will let us know if she needs help unloading. <\$200 for U Haul.

#### New Business

- Maggie had to leave the meeting.
- CDs—one is renewing February 28, 2024. Kristin made a motion to grant Kelly discretion to roll over the approximately \$30,000 in the CD about to mature into a new CD at a 1 to 3 year term. Stacey seconded. All were in favor.
- Still searching for potential new trustees.

#### Old Business

- Construction Aid—Kelly and Stacey met with Brian. Stacey pushed the painting (needed due to past roof leaks) and Brian said we might be able to do painting and may not have to do amendment and may not have to spend down the whole amount. We are waiting for final Bell and Spina invoice before we can go any further.



- Taitem Energy Audit—Taitem onsite yesterday--George and Ethan. Very impressed with them. Lots of great questions and investigation of the facility. Deliverable is an energy audit report with scope that we can use—tangible items. They think that there is low hanging fruit.
- Discussion on budget. Kristen made a motion to accept the budget as discussed on Monday—approximately \$323,000 revenue/expenses for the WGPL budget (does not include Hector). Amanda seconded. All in favor.

Kristin made a motion to adjourn at 5:20pm, Amanda seconded. All were in favor. Next Friday Hector-Watkins Glen meeting.

Next meeting is March 13, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

## Watkins Glen Library Board of Trustees

### Minutes

March 13, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on March 13, 2024. Present were Lorry Johnson, Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Aimee Dars Ellis, Judi Richards.

Lorry Johnson from Civil Service came to talk about staff positions. We had talked about hiring a part time maintenance worker--what would that process look like? All of the Watkins Glen Public Library positions go through Watkins Glen School Board—talk to Renee Angle, Administrative Assistant at WGCSD, to be added to a school board agenda and then vote on it at their next meeting. Paperwork could be provided from Civil Service. Newly created titles are one process. Easier way--four vacancies in the title of Maintenance Mechanic at the school--could we take one of these positions (electrical, carpentry, plumbing repairs, etc.) and make it a part time position? General Laborer is a very general category (changing light bulbs, etc.) that might also work. Lorry assumes that pay is governed by the union contract. You would not necessarily do all the duties in the job description. Maintenance mechanic is currently non-competitive. Competitive means you have to take a civil service exam. All new positions are competitive automatically—it is more complicated to make a position non-competitive. Lorry has a current list of jobs that already exist. Look for the ones in the school district. Lorry has never taken a position and moved to school district although it is possible. Creating a new position is lengthy—legal notice, public hearing, 3-6 months for state approval. Certain criteria to be non-competitive. If a position is vacant for three years it is eliminated. Lorry will check whether there are vacant laborer positions.

Lorry does often update the job description. Need to stay within general duties but things like social media, that didn't used to exist, we would work with Lorry Johnson to update the job description—which in some cases may just mean we modernized the job description.

Talked about separating finances from the school. Would we still be through civil service? We are likely to still fall under Civil Service.

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

Treasurer's report.

Stacey made a motion to accept the February Treasurer's report and Amanda seconded. All were in favor. We are about where we should be for the year. Prepared a transfer request—moving from Worker's Comp line to balance. Talked about having a board member sign off on invoices--this should be added to the policy handbook. Judi will sign the invoices (or do via email). Can do electronically in the future most likely.

Director's Report (attached):

- Juvenile is really up, website stats are still being migrated, holds requested is being eliminated as of this month.
- Can donate on the website using PayPal! Will publicize it in the next newsletter.
- Think the last two months have been getting more donations

- Annual report is supposed to be approved by the board. Are there any questions? There is not enough time to get approval before due date to submit the report since it doesn't open early enough. Kristin made a motion to approve the annual report. Amanda seconded. All in favor. Stacey abstained.
- STLS sends spiral bound annual report that they compile from the annual reports.
- Starting a new program—chapter book story hour. Each month a different series. We will read the first chapter or so, getting enough copies so they can check out. A to Z Mysteries is the first. Grant funding to try and get more copies. Goal is to introduce new series.
- Featured on WETM news. Announced Library advocacy postcards.
- Solar Eclipse program (for adults) is tomorrow. Alexandra covered for the juvenile program—CCAPS last minute cancellation.
- U-Haul tomorrow is being loaded by the Scouts. Take books to Ithaca on Saturday morning.
- University of Rochester Medical and American Cancer Society are piloting telehealth open house. June 4 two hour open house on genetic screening for cancer. They will pay for marketing materials. We will be able to promote our telehealth kit.

#### Old Business

- Building Donation fund update—rolled the CD into a 3 year term. If we revise the financial policy consider Treasurer Bonds per Justin.
- Construction Aid update. We got the final bill from Bell&Spina. Kelly needs to review. Once we have final number will talk to Brian Hildreth. Hopefully we will be able to do painting.

#### New Business

- Maggie Field's resignation: The board thanks Maggie for her many years of service and Stacey made a motion to accept her resignation. Amanda seconded. All were in favor.
- Amanda makes a motion to appoint Aimee Dars Ellis to fill the term left vacate by Maggie Field whose term expires June 2025. Stacey seconded. All were in favor.
- Hector campaign. Apply for a tax cap override to bring budget up to where it should be and fund Hector Library as well. Vote is May 14.
  - School district does not see a need to meet with us. Kelly provided information via email. They understand what we are doing.
  - April 17 5:30 going to Board of Education meeting to present budget, Hector will be doing the same. We will have the packets together and answer questions.
  - Cover letter is drafted. Waiting for Bobbi's comments. Included in campaign packet: Cover letter on behalf of both board presidents. Q&A packet (2-3 pages front and back). Campaign newsletter. Should we take out 2019 statistics? Yes—everything is up if we take it out. Charts of tax rates are included.
  - Kelly needs final budget—Amanda is sending.
  - Penn Yan is similar to us in holding their own vote. Was very helpful. Kelly distributed timeline documentation. Figuring out absentee ballot and early mail. They use separate ballots for trustee and budget. Contacted Board of Elections and received list of registered voters. Will get an updated list prior to the election.
  - We need to resolve how to do absentee ballots. And early mail in voting. The draft legal notice is wrong—Kelly to review. We need to finalize by this Friday.
  - Brian would like us to send out post cards. Up to the committee. It is being promoted in the community so postcards may not be necessary.

- IMRRC requested rent information. We usually give to them in June and it is effective that January.
- Taitem Energy report draft will be sent to us next Friday.
- April 8 Solar Eclipse. Monday. Peggy Albee and Kelly both want to go. 1 to 4pm. Library will shift hours and publicize on website. Library will be closed during the eclipse.
- IMRRC representative to the board—need a volunteer to attend their meetings. Maggie was going previously. We want to know when they meet and how often. Kelly will talk to IMRCC of Maggie and provide additional details.
- School suggested hiring a bookkeeper for FY 2026. July 1, 2025 goal is to have that in place.

Amanda made a motion to adjourn at 5:48pm, Kristin seconded. All were in favor.

Next meeting is April 10, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

April 10, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:17 PM on March 13, 2024.

Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Aimee Dars Ellis, and Judi Richards.

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

Treasurer's Report

Kristin made a motion to approve the Treasurer's Report, seconded by Amanda. All were in favor.

Director's Report (attached):

- Remaining boxes of non-fiction were taken to the Ithaca Book Sale warehouse. Staff is working on reorganizing the back room to begin taking donations again in May.
- Matomo Analytics reports are still under maintenance with STLS for website statistics.
- WGPL is hosting a Telehealth Open House on June 4th with Universtiy of Rochester Medical.
- Books Sandwiched In sponsored by FOWL features local author Jeanne Mackin and will take place on Friday, April 26th at 12pm.
- Several upcoming programs with local organizations including "Promote Health Series" with University of Rochester Medical, "Food Smarts" with SNAP-Ed, "Operation SAVE" with Veterans Service Agency, and "Dementia Signs" with the Alzheimer's Association.

Old Business

- Construction Aid: Final bill from Bell & Spina has been paid. We can now re-submit scope to Brian Hildreth (STLS Executive Director) with final dollar amount.
- Campaign Update: Committee meets on Friday 4/12 with Brian Hildreth to touch base before Board of Education meeting next week (4/17 at 5:30pm at WGCSD high school library). Ballot envelopes have arrived. Any school district resident who would like to receive an absentee or early-mail-in ballot for the library vote needs to fill out an application and return it to the library. Kelly will maintain this list annually and make sure these residents receive ballots each year. The group discussed ways to publicize the vote including a special "budget" newsletter, press release, article with Review and Express, website, social media, and the public forum. Trustee signatures must be returned to Kelly by May 7, 2024.

New Business

- Judi volunteered to be the Board representative for Friends of Watkins Library and the International Motor Racing Research Center (IMRRC)
- The Board tabled discussion on IMRRC rent until the next Board meeting
- Trustee introductions

Kristin made a motion to enter Executive Session to discuss personnel matters at 4:50pm, seconded by Aimee. All were in favor. Kristin motioned to leave Executive Session at 4:56pm, Amanda seconded. All in favor.

Amanda made a motion to adjourn at 5:18pm, Kristin seconded. All were in favor.

Next meeting is May 8, 2024 at 4:15pm in the library's conference room.

Minutes submitted by Kelly Povero, Library Director.

## Watkins Glen Library Board of Trustees

### Minutes

May 8, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:15 PM on May 8, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards. Absent: Aimee Dars Ellis

Kristin made a motion to approve the minutes for the April meeting, seconded by Amanda. All were in favor. Stacey abstained from voting.

#### Treasurer's report.

Kristin made a motion to accept the April Treasurer's report and Amanda seconded. All were in favor. Kelly commented that we are at 85% budget spend including the final invoice for the roofing project (\$7500 Bell&Spina)—this money in reserves already. Grants line was supposed to carry-over and didn't. Paper trail with Kyle and Diana.

#### Director's Report (attached):

- Still missing digital library numbers.
- Library feels quiet but numbers look good.
- Big reorganization--Easy reader moved and graphic novels expanded. Circulation is up on graphic novels.
- Back room—electronic recycling has all been dropped off. Computer desk is gone (free). May 15 accepting donations for book sale. Still need to do conference room closet recycling. Stacey will recycle the remaining metal recycling items.
- Books Sandwiched in needs to be rescheduled due to illness.
- Tabling at Corning Pride Fest
- Kelly is DEI panelist May 23 5pm. Counts toward board education. Directors and trustees attended last year. Online. Kelly can send a link if anyone wants to register.
- Starquest Summer Tour. Library tour for patrons and others—have from July 1 to September to visit as many libraries as possible. Eligible for prizes for participating.

Stacey made a motion to go into executive session due to a potential litigation and safety issue at 4:30; Amanda seconded. Kristin made a motion to come out of executive session, Amanda seconded--came out of executive session at 4:40.

#### Old Business

- Construction aid update: Cook Painting updated their painting quote. Bookcases against the walls need to be moved. Next step is to reach out to Brian with updated Construction project budget and quote.
- Vote is next week—reach out to 10 voters you know 48 hours in advance. Very important. Discussion—in early voting period and how that is being handled. Verified it was the same as process that was posted in legal notice.

#### New Business

- Taitem: we are expecting a report next week but need to act ASAP to secure the required quote for construction aid application. Stacey came in to look at IMRRC controls and faceted with George. Think that we have a pretty good idea of how the system is operating.
- Kristin had to leave.
- Potential contractors for HVAC replacement quotes for construction aid application: Isaac Plumbing & Heating; Halco; Simply Installs; John Mills Electric. Air Source Heat Pump installation for IMRRC. Existing electrical service adequate.
- Stacey makes a motion to approve, without edits, the draft Memorandum of Understanding between Friends of the Watkins Glen Library and Watkins Glen Public Library. Amanda seconded. All were in favor.
- Hold on IMRRC lease discussion. We do not have required information from Taitem to estimate IMRRC share of Utilities so can't accurately set lease rates.
- Judi attended the last FOWL meeting. Annual meeting tonight.

Amanda made a motion to adjourn at 5:38pm, Stacey seconded. All were in favor.

Next meeting is June 12, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.