

Webster Public Library
Board of Trustees Meeting Minutes
April 13, 2011

In attendance: Peter Knapp, Roxanne Emler, Mary Alice Moore, Terri Bennett, Lisa Scibetta, Tony Hubbard

Absent: Annemarie Santoro, Carol Cooper

Guests: Peg Ehmann, Randy Nelson

Peter Knapp, President called the meeting to order at 7:03pm.

January Board Meeting minutes were reviewed. Roxanne moved and Mary Alice seconded the motion to approve the minutes. Board voted to unanimously approve the minutes.

Friends of WPL Report: Peg Ehmann reported that the Annual Meeting held on March 20, 2011 was a wonderful event! Everyone really enjoyed the master gardener. An updated New Member Brochure is coming soon. Bookmarks are available to promote the book sale May 3-7. Postcards will be mailing next week. Next Friends meeting will focus totally on membership. Planning for the future – upcoming meeting will focus on advocacy and community involvement.

Congratulations Peg on your new appointment as President for Friends of WPL!
Many thanks to the Friends for their continuous support of the Webster Public Library.

Director's Report: Terri reported on Survey results. Over 500 responses with positive feedback that validated the services and value the WPL offers to the community. Typical feedback included better parking, more hours and more books. Unveiling of the new "Welcome" brochure which was very well done and visually appealing.

Terri shared fee and fine increase recommendations communicated through the Directors Council. Tony moved to keep hold fine at \$.50 and raise overdue fee to \$.35. Mary Alice seconded motion. After more discussion, Tony withdrew motion and Mary Alice seconded. Proposal put forth to take back to Directors Council was to keep hold fee at \$.50 and increase overdue fee to \$.50. Under consideration, timing for change is May. In addition, possible change to increase Adult overdue maximum fine from \$7 to \$10.

Financial Report: March bills totaled \$24,955.90. Lisa moved and Roxanne seconded the motion to approve the monthly bills. Board voted to unanimously approve paying the bills. Year to date, annual budget at 19% or \$300,114. Fee revenues generated YTD 2011 were up 1.03% over same period last year. As of March 31, 2011, special fund account had a balance of \$69,758.77. Great job Carol!

New Business

1. Fundraising Letter: Terri presented draft of letter for review and approval. The letter was very well written and a lively discussion ensued with regard to next steps. Ideas included a mailing to all residents in Webster (no later than June 1, 2011), an advertisement in Webster Harold and Penny Save (September timeframe), email, and leveraging outreach through other partnerships like DMV. Relative cost of mailing was discussed. It was determined that a more cohesive, comprehensive plan needed to be developed before an initial mailing occurs. Board approved moving forward to determine layout costs and the development of a consistent look to the campaign communication materials. Since the content of the letter revolves around telling a story the idea put forth was to graphically represent the message in the pages of a book.

2. Memorial Gift - Don Lewis: Terri requested clarification. Gift will be a bench with plate, not plaque. Cost not to exceed \$500. Terri will have some plate and bench options for review and/or approval at the next meeting – May 11.
3. Special Projects: Proposals will be distributed to the Board for review one week prior to May 11 meeting. Proposals will be presented at May 11 meeting.
4. Drop Box: Discussion about elimination of drop box at Wegmans Bay Road. 2 concerns from library patrons since announcement. No further action or communication will occur on the part of WPL.
5. Director's Annual Review: Send Peter a note if you are interested in assisting with Terri's review.

Roxanne moved and Tony seconded motion to adjourn. Board voted unanimously to adjourn the meeting.

Next Meeting: Wednesday May 11, 2011

**Respectfully submitted,
Lisa Scibetta**