

Webster Public Library
Board of Trustees Meeting Minutes
August 10, 2011

In attendance: Peter Knapp, Roxanne Emler, Mary Alice Moore, Terri Bennett, Lisa Scibetta, Annemarie Santoro, Carol Cooper, Tony Hubbard
Guests: Elaine Davis, Randy Nelson

Peter Knapp, President called the meeting to order at 7:02pm.

June Board Meeting minutes were reviewed. Mary Alice requested that the proposals approved for funding from the Library Foundation be added to the minutes. Board voted to unanimously approve the minutes as amended.

Friends of WPL Report: Elaine Davis reported that membership committee is exploring options for community outreach to increase awareness and membership. The committee is looking in to paid advertising and grassroots recruitment opportunities. It was noted that the Friends are low on paperback books for the book sales and there is concern that Savers (next door), a for-profit organization, is selling books. The Friends will be keeping a close eye on this.

Many thanks to the Friends for their continuous support of the Webster Public Library!

Director's Report: The atrium decoration project is complete and looks very warm and inviting. Work has begun on the Foundation proposals. The team is hoping to begin unveiling the projects to the public in late October, early November. Library budget and presentation made to the Town Board. A 2% COLA was approved, although the Town has a sizeable gap to close. The Town Board seems pleased with the budget submitted. Budgets will be finalized and submitted to Webster Herald by mid-September. Governor has signed legislation re: land swap to accommodate the need for additional parking in the back. Pilot project underway to go paperless with receipts in an attempt to demonstrate a more green focus with patrons; it is intended that the cost of the software will offset the cost of the paper and ink so no hard savings will be realized.

Financial Report: June bills totaled \$18,462.89 and July bills totaled \$12,921.65. Roxanne moved and Annemarie seconded the motion to approve the monthly bills. Board voted to unanimously approve paying the bills. Year to date, annual budget at 52% of budget or \$832,798.46. Fee revenues generated YTD 2011 were down .97% over same period last year. As of July 1, 2011, special fund account had a balance of \$77,472.43. Great job Carol!

Report from Fundraising Committee: Meeting was held on July 13, 2011. A report from the meeting and draft of fundraising letter was submitted. The Board asked for a revision to the letter to make more of a direct "ask" for donation. The committee is also working on a donation brochure separate and apart from the letter mailing campaign. Terri will email the revised, final letter for review, approval and signature at the next board meeting.

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There was discussion about fundraising and other ideas and feedback was shared.

- Letter to the ‘deep pocket’ business owners and/or community leaders in Webster. Note to do this before tax season. Targeted for Phase II.
- Need to be able to explicitly answer the question of what the \$ is going toward. Might want to break this out by percentage in the letters.
- Get further clarification on the mailing list.

Annemarie moved to accept the recommendations of the report. Mary Alice seconded and the Board unanimously approved. Thank you to the Fundraising Committee for your hard work on this important initiative!

Discussion on Timeline for Raising Overdue Fines: The vote to increase the fine was rescinded. Tony moved to increase late fees to \$.35 and leave holds at \$.35 to be in line with MCLS, to be effective September 1, 2011. Mary Alice seconded. Board voted to unanimously approve increase in late fee fine.

Board Retreat: The date was finalized for November 12, 2011. Further discussion and decisions need to be made to define the topics and agenda for the day such as the future of libraries, long range planning, the issue of privatization and electronic media options and technology. The intended outcome is to identify specific initiatives for the Board to work on.

New Business: The Don Lewis bench dedication will be held at 6:30 on September 14, 2011 before the next Board meeting. Annual evaluation committee will meet in early September and present Terri’s annual evaluation at the next Board meeting.

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

Next Meeting: Wednesday September 14, 2011

**Respectfully submitted,
Lisa Scibetta**