

Webster Public Library
Board of Trustee Meeting Minutes
December 9, 2020

In Attendance: Tony Hubbard, Mary Alice Moore, Amy Crumley, Terry Bennett, Julianne Angie, Mary Carlin, Jen Mitchell and Eileen Brookins

Guests: Karen Stoddard, Friends of the Webster Public Library Liaison, Dan Ammon

Absent: John Cahill, Webster Town Board Liaison

Tony called the meeting to order at 7:05 pm. Tony welcomed guests Karen Stoddard and Dan Ammon.

Public Comment: Due to COVID 19 virus and NY State on Pause, the Board of Trustees Meeting was held as a video conference. There were no public comments.

Approval of the Minutes: Upon review and motion with a second the Board unanimously approved the minutes of November 11, 2020.

Agenda Review: Upon review no changes were made to the agenda.

Correspondence: No new correspondence was shared.

Report from the Friends of the Webster Public Library: Karen reported that the Lobby Sale for November totaled \$2,127.28. The Friends' newest fundraiser called Bundles N Bags is going well. Gently used books are bundled or bagged and sold as a unit. As of last week, the sale had totaled \$389. The sale will continue until December 23. The Friends continue to work with the library to find new fundraising activities. The Friends in coordination with the library are now participating with Sustainable Shelves, an organization that will buy discarded books or books that have not sold at the Friends sales. The Friends will have a Zoom Membership meeting in January. The Friends are currently looking for new members to fill vacancies on their Board of Directors.

Report from the Town Board Liaison: There was no report from John Cahill, the Town Board Liaison.

Director's Report: The HVAC replacement project continues to move forward. The town will be issuing requests for proposals with a deadline of January 4. The plaza owner will review the plans. The library will need to close for a period of time when the units are replaced and the parking lot will be blocked off as well to accommodate the large cranes and vehicles needed to complete the job. MCLS will begin a new service entitled On Shelf Paging. Patrons will now be able to place items on hold that are currently on the library shelves, something that they could not easily do in the past. Library staff will fill lists on an hourly basis to catch new holds.

Arrangements will then be made for patrons to pick up these items. The New York State Department of Education issued new minimum standards for libraries. Libraries will have to January 2021 to comply. The new standards include providing programming that addresses community needs, providing annual technology training to library staff appropriate to their position, and establishing partnerships with community organizations. These items are currently part of our library long range plan.

Approval of Bills and Financial Report: Upon review and a second the Board unanimously approved the payment of the bills for November in the amount of \$88,615.29. This included \$35,031.90 for December rent, taxes and CAM charges and the second/final installment for membership to the MCLS of \$32,452.00. The fee revenue for November was \$2,861.48. Year to date spending through November totals \$1,475,721 which is 79.1% of the expected budget.

Webster Public Library 2021-2014 Long Range Plan: The Long Range committee consisted of Terri Bennett, Tony Hubbard, Julieann Angie, Shara Brown, Mary Carlin, Amy Crumley, Sarah Dennison, Robyn Incardona, Peter Knapp, Shana Lycott, Terry McCarthy, Erin Moshier and Rick Taddeo. The committee met several times to analyze feedback from diverse sources. Their recommendations consisted of short-term priorities in the areas of Customer Service, Space/Environment, Friends of the Library, Community Connections, Diversity and Inclusion, Marketing, and Programming. Long-term priorities were identified in the areas of Facility and Funding. Upon review and discussion, the Board received the Long Range Plan. The Long Range Plan will be available on the library website.

Final Comments: The Board would like to thank Tony Hubbard for his dedicated service to the Webster Public Library. Over a 10 year period, Tony served on the Library Board of Trustees in various roles including as Vice-President and as President. His commitment and passion for the library was evident in many ways.

The meeting was adjourned at 8:00 pm.

The next meeting of the Webster Public Library Board of Trustees is January 13, 2021 at 7pm

Respectfully submitted,
Eileen Brookins
Secretary