

Webster Public Library
Board of Trustee Meeting Minutes
July 8, 2020

In attendance: Terri Bennett, Tony Hubbard, Mary Alice Moore, Amy Crumley, Mary Carlon, Eileen Brookins

Guest: Peg Ehmann, Friends of the Webster Public Library Liaison

Absent: Jen Mitchell, Ashley Probst, and John Cahill, Town Board Liaison

Tony called the meeting to order at 7:07 pm.

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: After review, a motion and a second the Board unanimously approved the minutes of the June 10, 2020 meeting.

Agenda Review: After review two items were added to the agenda: the estate gift left to the library and options for the August Board meeting.

Correspondence: The library submitted an article that was published in the Webster Herald last week announcing the reopening of the Library on Monday, July 6, 2020. The article explained the library's policies, expectations and changes made for the library to reopens safely during the COVID 19 virus pandemic.

Report from the Friends of the Webster Public Library: Peg Ehmann reported that the Friends are ready to reopen the Lobby Book Sale area on July 13th. Donations will be accepted at this time. In order to manage the expected large number of donations, a 2 box limit is in place for the time being. The rolling cart sale has been mildly successful. The FWPL are keenly aware that their donations to the library will be significantly less this year. The Spring Book Sale and possibly the Fall Book Sale have been cancelled. The FWPL Board is meeting and investigating other means of fundraising for the library. One possible fundraiser may be several Outdoor Mini Book Sales over the summer months.

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

Director's Report: Terri reported that the curbside service has been a success with positive responses from the community. The curbside service filled 7,543 charges, 18,382 returns, 1,303 orders, 1,439 holds, 2,421 patrons were served, 1,159 on-shelf returns, and 1,373 cars were tallied. This is a service the library was offering before the

pandemic, it will continue to offer this service. The budget process continues this week with meetings with the town officials. The library staff is developing a Work From Home policy that will provide guidelines and procedures should it be needed in the future. The policy will be presented to the Board for their approval. The library staff has provided many virtual experiences for the Webster Community. A virtual scavenger hunt around the town of Webster has been very successful. The staff is working to provide Drive-In movies nights this summer in the library parking lot. The reopening of the library on July 6th went smoothly. The DMV will not be available at the library for the remainder of the year. Currently computers are not available for use at the library. The library is working on procedures to provide access to computers safely, once that is established the computer will be available for patron use at the library. Books are quarantined for 3 days upon return to the library, books are not processed during the quarantine time, late charges are being waived as needed. The library staff is developing a video that will outline the process a book goes through after being returned to the library.

Approval of Bills and Financial Report: The total bills for June were \$71,951.53. This included the July rent, CAM and taxes in the amount of \$35,031.90. Upon review and a second the Board unanimously approved the payment of the bills for June in the amount of \$71,951.53. Due to the closure of the library as a result of NY State on Pause there was \$0 revenue to report.

Rules of Conduct Policy: Upon review, a motion and a second the Rules of Conduct Policy was unanimously approved.

Trustee Membership Discussion: The By-laws state that the Webster Public Library Board will consist of 5 to 11 members. Currently the board consists of 7 members. The board discussed the board composition and will continue the discussion.

Estate Gift: A discussion was held on the next steps in utilizing the estate gift the library received.

August Meeting Options: Several options were discussed for the August meeting. The Board decided to continue video meetings for at least one more month.

The meeting was adjourned at 8:19 pm

The next meeting will be held August 12, 2020 at 7 pm

Respectfully submitted,

Eileen Brookins
Secretary