

**Webster Public Library  
Board of Trustee Meeting Minutes  
November 11, 2020**

**In Attendance:** Amy Crumley, Jen Mitchell, Terri Bennett, Tony Hubbard, Julieann Angie, Mary Carlin. Mary Alice Moore, Eileen Brookins

**Guest:** Peg Ehmann, Friends of the Webster Public Library Liaison; Dan Ammon

**Absent:** John Cahill, Webster Town Board Liaison

Tony called the meeting to order at 7:03 pm. Tony welcomed Dan Ammon to the meeting. Dan told us about his interest in serving on the library trustees board and shared his educational background. He is currently doing his student teaching at Webster Thomas.

**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 October 14, 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:** Peg reported that the Friends summer Pop Up Book Sales raised over \$3900 for the library. The sales were well received by the community. The Lobby Book Sale raised over \$1900 during the month of October. The Friends have initiated a new fundraising sale starting November 3rd called Bundles 'N Bags. Bundles of books are neatly tied or placed in bags for sale at prices starting at \$1. The first four days raised almost \$90. The sale will run for several more weeks.

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

**Director's Report:** The New York State Library has distributed the State Aid chart for 2020-2021. State Aid will be decreased by 20% resulting in a total aid of \$9746 for the

Webster Public Library. A decision on State budget cuts will be made sometime after the election.

MCLS will use the remaining money in the Family Literacy Grant to engage Rochester Works to provide customized, virtual workforce development training for every member library.

The Governor has ordered all public employers to submit operational plans by April 1, 2021. While our library falls under a municipality which would be responsible for the plan, the New York State Library Association recommends that public libraries also develop a continuity of service plan in the event of a shutdown. The plan will be completed soon and presented to the Board for their approval.

At a recent Director's meeting Dr. Velez deBrown from the Monroe County Health Department discussed the COVID pandemic. Dr. deBrown answered many questions. She emphasized that the mask compliance was paramount. While surface transmission has proven to be low, she cautioned libraries to continue quarantining materials and to clean surfaces routinely.

The company that supports our current webpage has gone out of business, Jenny Paxon and Colleen Hernandez have been researching companies to replace them. They recommend Mason Digital.

The Foundation appeal letter will be going out soon.

The State Construction grant to replace 3 HVAC units has been approved. The town is aiding the library in securing bids for the work to be completed.

**Approval of Bills and Financial Report:** Upon review and a second the Board unanimously approved the payment of the bills for October in the amount of \$41,140.53. This included a rent payment of \$35,031.90 for November. The fee revenue for October was \$3,245.94. Year to date spending through October totals \$1,307,653 which is 70.1% of the expected budget.

**Approval of the 2021 Holiday and Closing Schedule:** Upon review, motion with a second the Board unanimously approved the 2021 Holiday and Closing Schedule.

**Approval of the 2021 Budget including Personnel :**

Upon review, motion with a second the Board unanimously approved the 2021 Budget including salaries.

**Long Range Plan Update:** The committee has met three times. A subcommittee will meet to review and analyze the input from the SWOT analysis [Strengths, Weaknesses, Opportunities, and Threats]. The Long Range Planning committee will meet to determine the library's goals for the next three years, focusing on short term and long

term goals. The committee expects to complete their work and report to the Board in December.

**Approval of Website Proposal:** Upon review, motion with a second the Board unanimously approved the use of \$9,960 from the estate donation received earlier this year to be used to hire Mason Digital to develop and support the library website.

The meeting was adjourned at 8:04 pm

The next meeting of the Webster Public Library Board of Trustees is December 9, 2020 at 7pm.

Respectfully submitted,  
Eileen Brookins  
Secretary