

Webster Public Library
Board of Trustee Meeting Minutes
October 14, 2020

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

Guest: Robyn Incardino, Friends of the Webster Public Library Liaison

Absent: John Cahill, Webster Town Board Liaison

Tony called the meeting to order at 7:04 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: Upon review and motion with a second the Board unanimously approved the minutes of September 9, 2020.

Agenda Review: Two items were added to the agenda: discussion of potential board members and update on the budget.

Correspondence: NYLA's weekly emails offered a number of opportunities for library staff and board members to participate in upcoming events. The recent Webster Today magazine included the town budget proposal. An email was shared from a patron praising the library.

Report from the Friends of the Webster Public Library: Robyn reported that the Friends held their final Pop Up Book Sale last Saturday. The Friends held several Pop Up Book Sales between August and October. They raised approximately \$3800. Based on the number of hours the sales were open, this amounts to about \$136 per hour. The Lobby Sale in September raised \$1900. The rolling cart of gently used books for sale continues to be at the entrance. Donations of gently used books continue to come in. The Friends are now working on the challenge of finding new ideas on how to raise money for the library.

Report from Town Board Liaison: John submitted his report by email. The Town is currently finishing up the budget process and the Public Hearing is this week. The Town has stayed under the Tax Cap again this year.

The Ridge Rd. sidewalk project is ahead of schedule and will be completed within the next 2 weeks we are told.

The Town and Village are putting together a "Steering Committee" to look at all aspects of a "Regional" Sewage Treatment Plant. The process will take several months before it will be completed. The Steering Committee will consist of Sewage Treatment employees from both the Town and Village, a Town and Village resident, Village and Town Board member, Town and Village business owner and moderator.

The Town's STP upgrades are currently on schedule, (phase I).

Director's Report: Terry reported that in light of pandemic and the economic problems that have arisen during the pandemic the MCLS has decided to suspend the use of a collection agency until at least January 2021. The Webster Library circulation staff has been working with delinquent accounts to resolve their issues on a monthly basis.

The Library's in-person childrens' programming at the Harmony amphitheater has been very successful. Last week over 50 people attended the outdoor event. Many thanks to the Village of Webster for assisting in setting up amplification equipment at the events.

The programs will continue as long as the weather permits. The staff is considering the use of large indoor facilities that would provide a safe place to continue these programs once the weather makes it impossible to be outdoors.

One of the appendices of the MCLS Document of Understanding is the chart of projected cost share payments for the duration of the DOC. These pay for system services such as the shared catalog, Internet access and the shipping department. The current cost share is based on population. A team was formed to examine alternative formulas factoring in usage of system services such as circulation and hold fulfillment. Terry will update the Board on the MCLS decision.

The upcoming Directors' meeting will include Dr Velez de Brown from the Monroe County Health Department to discuss and provide guidance to the libraries on how to maintain public safety during the pandemic.

The company who has been supporting the Webster Public Library website is no longer in operation. The library is currently looking for a new developer to support the website.

Budget update: The public hearing for the budget will take place tomorrow [October 15, 2020]. After the Town Board has approved the town's budget, the Library Board will vote on the Library's budget.

Approval of Bills and Financial Report: The total bills for September were \$76,106.99. This included rent payments of \$35,031.90 for both September and October. Upon review and a second the Board unanimously approved the payment of the bills for September in the amount of \$76,106.99. The fee revenue for September

was \$2,968.51. Year to date spending through September totals \$1,181,549 which is 63.3% of the expected budget.

Potential Library Board Members Discussion: Tony's membership on the Library Board of Trustees expires at the end of December. Several candidates have submitted resumes to the Board. The Board discussed potential candidates and the possibility of expanding the Board membership.

SWOT Discussion: The Long Range Planning Committee requested the Library Board members to complete a SWOT analysis. Each member submitted to Terry a list of Strengths, Weaknesses, Opportunities and Threats to the library based on their knowledge of the library. Terry compiled a list and reported the top responses in each category as follows:

Strengths

- Community connections
- Staff

Weaknesses

- Lack of new materials
- Signage near the road

Opportunities

- Continuing branding
- Community outreach

Threats

- Rent
- Building upkeep
- Funding

The meeting was adjourned at 8:00 pm.

The next meeting will be held November 11, 2020 at 7 pm.

Respectfully submitted,

Eileen Brookins
Secretary