

Webster Public Library
Board of Trustee Meeting Minutes
June 10, 2020

In attendance: Tony Hubbard, Terri Bennett, Ashley Probst, Mary Carlin, Mary Alice Morre, Jen Mitchell, Amy Crumley and Eileen Brookins

Guest: Robyn Incardino, Friends of the Webster Public Library Liaison, John Cahill, Town Board Liaison

Tony called the meeting to order at 7:03 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.

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

Correspondence: It was noted that there has been several digital correspondences from the library informing the patrons of services available over the past month.

Report from the Friends of the Webster Public Library: Robyn reported that although the Lobby Sale is closed, a new Rolling Cart of books has been added to the curbside service. Patrons may purchase gently used books from the cart. The Spring Book Sale was canceled and the Friends will work with the library to determine if there will be a Fall Book Sale. Donations of books are on hold at the moment, the Friends will work with the library to determine the best time to accept donations, how to manage them safely, and when to open the Lobby Sale area. The Friends are considering alternative fundraising activities for the library. The Friends Board held a video conference meeting on April 29, 2020. The Friends will not hold membership meetings this summer.

Report from Town Board Liaison: John reported that all departments are working on a draft budget for 2021 at this time. The sewer improvement project continues to make progress. Talks are continuing with the Village to determine if the Village will maintain their own sewer plant or become part of the Town sewer system.

Director's Report: Terry reviewed a draft MCLS Document of Understanding with the Board, it is a one year extension of the existing agreement with one change. The Town Liaison paid position has been eliminated. The document will go to the MCLS Board for

approval in October. Terri was a member of the MCLS Re-Opening Committee that worked on guidelines for libraries to re-open safely. The curbside service provided by the library since May 20 has been very successful. Patrons have been very complimentary and grateful for the service.

Approval of Bills and Financial Report: The total bills for May were \$47,569.13. This included the June 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 May in the amount of \$47,569.13. Due to the closure of the library as a result of NY State on Pause there was \$0 fee revenue to report.

MCLS Re-Opening Guidelines: Terri reviewed the guidelines for re-opening with the Board. Currently the library is in Stage 2, the building is open to staff and closed to the public. The library is currently offering curbside service. The library is preparing for Stage 3, the buildings would be open to staff and public with limited service. Stage 4, includes the building being open to staff and public with services restored.

Long Range Plan Committee Members: The Long Range Plan Committee members are as follows: Terri Bennett, Library Director; Julieann Angie, FWPL representative; Rick Taddeo, community member; Terry McCarthy, WCSD representative; Peter Knapp, Foundation President; Mary Carlin, Library Trustee; Amy Crumley, Library Trustee; Sarah Dennison, Foundation member; and library staff members to be announced. The first meeting of the Long Range Plan Committee will be held in August, 2020.

Review of Draft 2021 Budget: Terri reviewed the draft 2021 Budget to be submitted to the Town on June 18, 2020.

The meeting was adjourned at 8:07 pm.

The next meeting will be held July 8, 2020.

Respectfully submitted,

Eileen Brookins
Secretary