

Webster Public Library
Board of Trustee Meeting Minutes
May 13, 2020

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

Guest: John Cahill, Webster Town Board Liaison

Tony called the meeting to order at 7:17 pm

Public Comment: Due to COVID 19 virus and NY State on Pause, the Board of Trustees Meeting was held as a video conference.

Agenda Review: Correspondence was added to the agenda

Correspondence: A letter was received from Richard Taddeo concerning the future of the Webster Library. NYLA's recent newsletter had several interesting articles. One in particular charted the librarian's responses demonstrating the mixed emotions they feel [excitement, anxiety, cluster of other emotions] as libraries consider their safe reopening in NY. .

Report from the Friends of the Webster Public Library: There was no report from the Friends.

Report from the Town Board Liaison: John reported that Stage 1 of the Sewage Treatment Project has been completed. Stage 2 is ready to be started. The town of Webster is working on its plan to reopen. Many town workers were able to continue working during NY on Pause either at home or onsite. This should result in potential savings to taxpayers in overtime expenses.

Director's Report: Terri reported that programming for the library continues to be shared with patrons through the virtual world of YouTube, Facebook, Instagram, Zoon, Twitter, Pinterest, and Constant Contact newsletters. As part of the virtual programming the library has invited guest readers to read stories on their YouTube channel. Recently Chief Joe Rieger read *Goodnight Moon*. Additional guest readers will be debuting in the future including Webster Town Supervisor Tom Flaherty. Library Staff have been filling the Little Free Libraries around town with books, seeds from our Seed Library and Take and Make Craft bags. A friend of a staff member is building a Little Library to be placed at the front of the Webster Library. Good Food Collective will use the library parking lot this summer as a pick up location. The Good Food Collective is a local food share program connecting community members with fresh, local, sustainable food from a network of small local farmers. The City of Rochester has decided to furlough a number of employees including 151 from the library and an additional 62 jobs have been identified that will now be shared with other city departments. This will have an impact on

library services. As a serving member of MCLS Re-Opening team, Terri has provided guidance to libraries on best practices or items to consider as libraries begin the re-opening process.

Review of WLS Reopening Plan: Terri shared with the Board a plan of best practices and things to consider as the library prepares to reopen. The plan includes: actions taken while the building is closed to the public, facility considerations, action to be taken as the building is opened to staff but remains closed to the public, and actions to be taken as the building is opened to the masked public. The plan will be updated and revised as new information becomes available or changes.

Approval of the Bills and Financial Report: The total bills for April were \$40,168.01. This included the May 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 April in the amount of \$40,168.01. Due to the closure of the library as a result of NY State on Pause there was \$0 fee revenue to report.

Gift Policy: Upon review and a second the Board unanimously approved as revised the Gift Policy. The Gift Policy will be posted on the Webster Library website.

Long Range Plan Schedule: A committee will be formed to consider a Long Range Plan for the library. The committee will consist of Board of Trustee members, Library staff members, Community members, a Friends of the WPL member, a WCSD member and a WPL Foundation member. A starting date of August 18, 2020 was proposed.

The meeting was adjourned at 8:12 pm

The next meeting will be held on June 10, 2020.

Respectfully submitted,
Eileen Brookins
Secretary