

**Webster Public Library
Board of Trustees Meeting Minutes
September 9, 2020**

In attendance: Terri Bennett, Tony Hubbard, Mary Alice Moore, Amy Crumley, Jen Mitchell, Mary Carlin, Julieann Angie
Guest: Karen Stoddard, Friends of WPL president
Absent: Eileen Brookins, John Cahill

Due to Covid-19 protocols the meeting was held via zoom.

Tony Hubbard, President called the meeting to order at 7:04 p.m.

We welcomed Julieann Angie. Julie has been selected by the board to fill the remainder of Ashley Probst's term. Ashley submitted her resignation letter effective in August 2020. Ashley is moving out of Webster.

Agenda Review

There were no comments from the public.

Upon review and a motion with a second, the board unanimously approved the minutes of August 12, 2020.

Correspondence: Tony announced that NYLA will be hosting a 6 week Webinar on racism beginning September 9. WPL's own Jason Poole will be conducting a Webinar on March 11 regarding strengthening community relationships.

Friends of WPL Report: Karen Stoddard reported that the Pop Up Sidewalk book sales have been very popular. The sales are held every Thursday from 12-4 in the parking lot weather permitting. Several other libraries have contacted the Friends to inquire about the sales. To date we have a profit of \$2053. The lobby sale and the outdoor rolling cart, which is on the sidewalk outside the library, have made \$1913.09 in August.

Report from the Town Board Liaison: No report as John Cahill was absent.

Director's Report: Terri reported that WPL continues reopening following the state guidelines. The library open hours have expanded to Monday to Friday 9:00-6:00. The 9:00 hour seems to be very popular especially with senior citizens.

WPL has been a collection site for a school supply drive as well as a coat drive for Project Homeless Connect.

During the month of September Jason, Shana and Sarah will be having in person story hours. Registration is required.

Terri has been notified that WPL will receive a 20% reduction in state aid. This translates to about \$2500.

The UCC concerts supporting community organizations were held virtually this year. Mr. Mustard, a Beatles cover band, played and \$740 was donated to support the library Book Box program.

Due to Covid there was no Book Box program this summer but hopefully next year the Book Box program can continue and perhaps be expanded to visit twice a week.

It has been a challenge but 6 computers are now available for public use. There is a 1 hour time limit with limited staff help. Purchasing screen sharing software may be an option in the future.

The CDC guidelines for quarantening library materials have changed to include an extra day for DVD/CD disks themselves.

Terri will send a SWOT analysis to the trustees which be returned and we will review the highlights at the October meeting.

Approval of Bills and Financial Report: The bills for August were reviewed by the board and approved. August bills totaled \$48,021.99. This includes \$35,031.90 paid for rent, taxes and CAM charges. This is 54% of the expected budget. Year to date spending is \$1,099,551. Fee revenue continues to trend downward from the previous year. Fee revenue for August totals \$2411.38. The Key Bank balance is \$63302.12

A discussion was held regarding increasing Trustee membership from the current 7 to 9. Tony's term expires Dec. 2020 so another trustee will need to be appointed in January to replace him. The consensus is to continue at 7 persons for the remainder of this year and in 2021 continue the discussion of adding more members.

Tony reported that the long range planning committee had its first meeting in August. A SWOT analysis will be prepared by four groups to help determine the strengths, weaknesses and needs of the library.

The meeting was adjourned at 7:52 p.m.

The next meeting will be October 14, 2020 via zoom

**Respectfully submitted,
Mary Alice Moore**