

Webster Public Library
Board of Trustee Meeting Minutes
June 9, 2021

In Attendance: Amy Crumley, Terri Bennett, Mary Alice Moore, Mary Carlin, Jen Mitchell, Dan Ammon, Julieann Angie and Eileen Brookins

Guests: Joyce Bradstreet, Friends of the Webster Public Library Liaison; John Cahill, Webster Town Board Liaison; Shana Lynott, Assistant Director/Early Learning Librarian; Sarah Stein

Amy called the meeting to order at 7:00 pm.

Amy welcomed Sarah Stein to the meeting.

Public Comment: There were no public comments

Approval of the Minutes: Upon review and motion with a second the Board unanimously approved the minutes of May 12, 2021.

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

Correspondence: There were no correspondences shared.

Report from the Friends of the Webster Public Library: Joyce reported that the four Pop Up Book Sales held between May and June earned \$2327.00. The lobby sale last month earned \$2223.40. The next Friends meeting will be held in September.

Report from the Town Board Liaison: John reported that the town has held several public meetings to inform the residents about the Sandbar Project. The meetings have been well attended with mostly positive feedback. The Klem Rd Pump Station upgrades are finishing up. The upgrades include a plan to protect the neighborhood should the pump station fail. A public meeting for Village residents will be held to discuss the Regional Sewer Plant Project. The annual Webster Summer Celebration will be held June 12 from 5-10 pm. There will be live music, food trucks and fireworks.

Director's Report: Terri reported that an independent structural engineer has completed the inspection of the library roof and indicated it will support the recommended HVAC system. The plaza owner has been notified and the project will move forward. The library will be an early voting site for the upcoming primary [June 12-20] as well as a voting site for the primary on June 22. Hoopla has successfully been introduced to the community with 229 people signing up and 249 items checked out. Audio books was the most popular category checked out. The Book Box summer program will be held on Thursdays beginning July 1st. It will run through August 26th. Jason Poole and Sarah Dennison are the coordinators. The MCLS Document of Understanding 2022-2024 has been completed. The document outlines responsibilities for both the System and

the member libraries respectively with regards to required and essential services and expectations. As part of the Library's Long-Range Plan, Jason Poole will be taking on the additional role of Outreach Coordinator. The outreach department will take on the responsibilities of planning, organizing and implementing preschool through senior center visits to support lifelong learning. As part of the library's brand promise to place high value on inclusion, library communications may include the use of personal pronouns in signatures or in introducing new staff.

Approval of Bills and Financial Report: Upon review and a second the Board unanimously approved the payment of the bills for May in the amount of \$103,960.38. The May bills include rent, taxes and CAM charges for both May and June because of the way the billing cycle fell for April. May rent also included a credit of \$11,232.53 for reconciliation of the May CAM charges to account for overpayment of 2020 CAM charges. May [\$23,859.96] and June [\$35,092.49] rent, taxes and CAM charges totaled \$58,952.45. The first of two payments of \$32,939.00 to belong to the MCLS was also paid in May. Board bills, excluding rent, totaled \$45,007.93. Revenue fee for May totaled \$3,402.57.

Rules of Conduct Policy Revision: Upon review and motion with a second the Board unanimously approved the Rules of Conduct Policy Revision.

MCLS Document of Understanding, 2022-2024: Upon review and motion with a second the Board unanimously approved the MCLS Document of Understanding, 2022-2024.

Draft Budget: Terri presented the draft budget for 2022 to the board for discussion.

The next meeting of the Webster Public Library Board of Trustees will be August 11, 2021.

The meeting was adjourned at 8:00.

Respectfully submitted,

Eileen Brookins
Secretary