

**Webster Public Library
Board of Trustee Meeting Minutes
October 13, 2021**

In Attendance: Amy Crumley, Terri Bennett, Mary Alice Moore, Mary Carlin, Dan Ammon, Julieann Angie, Peter Knapp, Sarah Stein, and Eileen Brookins

Absent: Jen Mitchell, Trustee; John Cahill, Webster Town Board Liaison

Guests: Marge Gascon, Chairperson of the Friends of the Webster Public Library.

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

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 September 8, 2021.

Agenda Review: Upon review two items were added to the agenda: discussion of the extension of a trustee's term; request for library sponsored use of Community Room.

Correspondence: An article was placed in the Webster Herald advising the community that Terri Bennet, the current Library Director was retiring and that the search committee for a new library director had convened. The community was invited to complete a short survey online or at the library with their thoughts and comments to assist the committee in their search.

Report from the Friends of the Webster Public Library: The Friends have been focused on the re-staffing of the Sorting Room/Lobby Sale areas. Robyn Incardona, Vice Chair, has been instrumental in organizing the training and staffing of these areas as well as reorganizing the lobby sale area to highlight the many selections. Donations were stopped for a short time as new staff was recruited and trained. Richard Reid spent several hours working to reorganize and restacking the hundreds of boxes of sorted material. His efforts created additional space for more boxes to be packed and safely stacked. Donations have begun again with a two boxes per day limit to ensure the new volunteers are not overwhelmed.

The October Book Sale runs from October 13th to October 16th. In order to provide a safe shopping experience Richard Reid designed a plan to arrange tables that spread throughout the library. Thank you to Terri for allowing the Friends to implement this plan to display the same number of books as the Friends would typically offer at an indoor sale.

The Friends held a "Welcome Back" event on September 15th. The event was well attended and provided an opportunity to see Friends that we had not seen in many months. It was also an opportunity to meet new Friends who were interested in volunteering.

The September lobby sale earned \$1829. The next Friends Board meeting will be in November. Among other topics the Board will discuss the upcoming membership drive, and officer succession.

Report from the Town Board Liaison: There was no town report.

Director's Report: The Webster Foundation annual mailing has gone out to those residents that have given in the past. Donations close to \$2000 have been received. The library HVAC units have been installed. One of the units was missing parts that are currently on order. We hope to close the project soon. MCLS is currently in contract negotiations with OPAC (online public access catalog) known as CARL. This is a 3 year extension and at the end will require a new RFP (request for proposal) process. Sarah Dennison has secured a full-time library assistant position with the Henrietta Public Library; she will be responsible for Adult programming as well as their non-fiction collection. Candidates have been interviewed and the position has been offered to one candidate. While the library is waiting to receive the promised budget aid, staff has been getting quotes for various technology related projects: additional security cameras, new scanners for the circulation desk, hearing loops for the community and story time rooms and a self-check machine. The public hearing for the 2022 preliminary budget is scheduled for Thursday October 21, at 7:30 pm. Colleen Hernandez was responsible for organizing a project that highlighted National Library Card Sign-Up Month. A large map of the United States was placed in the lobby with over 60 library cards collected from around the United States.

An employee has requested to extend sick leave for 6 more weeks using the employee leave bank. Upon review and a motion with a second the Board unanimously approved the use of the employee leave bank for 6 weeks.

The staff has requested to designate November as Food for Fines Month. Non-perishable food could be donated to decrease overdue book fines. Upon review and a motion with a second the Board unanimously approved that November would be Food for Fines month. Food donated will benefit Hope Ministry.

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for September in the amount of \$10,202.96. This does not include rent, taxes and CAM charges for September.

Due to illness the financial report was not available at the time of the meeting. It will be submitted later in the week and reviewed at the November Board meeting.

Approval of the amended 2021 Holiday and Closing Schedule: Upon review and a motion with a second the Board unanimously approved the amended 2021 Holiday and Closing Schedule.

Report regarding the possible purchase of the building: Amy and Terri attended a meeting with Supervisor Flaherty and several town officials. A letter of intent will be sent to the plaza owner.

Report from the Director Search Committee: All five members of the committee met with Terri for an exit interview to gain her insights on the Webster Library Director position. Brayton Connard provided the committee with the results of the online survey of the Library Staff and the Board of Trustees. The Friends, the Foundation and the Community also provided feedback

about the preferred qualifications for the next library director. The committee analyzed all this valuable information, utilizing it to help create a rubric for evaluating applications, as well as potential interview questions. The Webster Library Director job description was sent to all MCLS employees and posted by the MCLS and Rochester Regional Library Council. In addition, the Library Director III list was released by the Civil Service. Mr Connard conducted a canvas of the candidates on the list. As a result, the committee received 11 promising applications. After careful review and discussion of each candidates' qualifications, the committee is currently preparing to interview the best qualified applicants for the position of Webster Library Director.

Extending Trustee Member's Term: Upon review, a motion and a second the Board unanimously approved Mary Alice Moore's request to extend her term.

Request for Library sponsored use of Community Room: Upon review, a motion with a second the Board unanimously approved the library sponsored AARP Volunteer Tax Program request to use the Community Room to provide tax preparation assistance to Webster residents free of charge.

The next meeting of the Webster Public Library Board of Trustees will be November 10, 2021 at 7 pm at the Webster Public Library.

The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Eileen Brookins
Secretary