

**Webster Public Library
Board of Trustee Meeting Minutes
September 8, 2021**

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

Absent: John Cahill, Webster Town Board Liaison

Guests: Shana Lynott, Assistant Director/Early Learning Librarian

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 August 11, 2021

Agenda Review: Upon review, a report on the new Library Director search was added

Correspondence: The current staff newsletter was acknowledged with articles on two board members Dan Ammon and Juliann Angie.

Report from the Friends of the Webster Public Library: It was reported that the August Lobby Sale earned \$2513.68 and the t-shirt sale earned \$366.81. There is a leadership change in the sorting room. The volunteer intake process is being revised. On September 15th the Friends will hold an in person meeting to welcome back volunteers and introduce new volunteers.

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

Director's Report: A blood drive, a school supply drive and a coat drive were successfully held at the library due to the efforts of Laureen Anthony-Palmer. Dr. Tish Smith from the Monroe County Department of Health presented at a recent Directors' Council meeting the idea of "County on the Ground", an initiative to bring staff from the Monroe County Health Department to libraries to provide outreach and education about the different services available to residents from her department. She will schedule time with our library soon. The HVAC units have arrived. A pre-construction meeting was held with the library, the Town engineer, the plaza management and Monroe Piping. The library will be closed for the safety of staff and patrons on September 22 as a crane will be needed to place the HVAC units on the roof. Sarah Brown is representing Webster Library on the new MCLS Plan of Service. As part of the process a survey was sent out to the staff and community. Results of the survey will be shared with the Trustees when available. The full-size Candyland game in the Storytime Room had over 1,800 participants during the summer. The library has received a \$4000 grant from the Mark and Barbara Hargrave Hard of Hearing Clarity Fund thanks to the efforts of Jenny Paxson and Marge Gascon, President of the Friends. In conjunction with the bullet aid from

Assemblymember Jen Lunsford, the library intends to purchase a hearing loop and assistive technology for the Community Room, Storytime Room and the service desks.

Approval of Bills and Financial Report: Upon review and a second the Board unanimously approved the payment of the bills for August in the amount of \$50,323.01. Rent, taxes and CAM charges for August totaled \$35,092.49. Board bills excluding rent for August totaled \$15,230.52. Revenue fees for August totaled \$4,335.70.

Upon review and a second the Board unanimously approved that \$1138.73 from the Denison Mcrell Estate Grant be gifted to the Foundation.

Director Search Report: Amy reported that the Library Director Search Committee has met several times. Upon receiving Terri's notice of retirement, Amy sent a letter to the staff indicating the initial steps taken in the search process including the formation of a Search Committee. Amy also contacted Patty Uttaro, Director of the Monroe County Library System and met with Braydon Connard, Webster Town Director of Personnel, regarding the steps involved in finding the next Library Director. Peter Knapp, a Trustee and member of the search committee, met with Terri to gain her insights on the process. With the help of Mr. Connard, the Search Committee created an online survey to receive input from all staff members and the Board of Trustees concerning the qualifications the Search Committee should be seeking in potential Director candidates. A modified version of this survey was sent to members of the Foundation and will be available at the September 15th Friends meeting. An online and paper survey has also been created to allow members of the community to express their thoughts on the Library Director Search. The Search Committee has completed a Job Description and will post the job opening for a new Webster Library Director. Amy will provide regular updates to the Trustees, the staff, the Town Supervisor and Director of Personnel on the search process. The next scheduled update will be at the Trustee Meeting on October 13, 2021.

The next meeting of the Webster Public Library Board of Trustees will be held October 13, 2021 at 7 pm in the Webster Public Library.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Eileen Brookins
Secretary