

**Webster Public Library
Board of Trustee Meeting Minutes
November 10, 2021**

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

Absent: Sarah Stein, Trustee; John Cahill, Webster Town Board Liaison

Amy called the meeting to order at 7:03 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 October 13, 2021.

Agenda Review: Upon review of the agenda two items were added: a report on the potential purchase of the building and an executive session to discuss personnel matters. One item was rescheduled for next month; Dan Ammon's report on the Trustee Handbook Book Club.

Correspondence: There was no correspondence reviewed.

Report from the Friends of the Webster Public Library: The Friends held their first indoor book sale since the Fall of 2019 in October. The sale was very successful with a total income of just over \$6100. The lobby book store October earnings were \$1600. The Friends presented a check of \$14,000 to the Library. A Winter Holiday book sale is planned to begin on November 20th and will continue until the stock is depleted.

The Friends wish to acknowledge their appreciation for the assistance and guidance provided by Laureen Anthony-Palmer who acted as our liaison to the library staff. Laureen was wonderful to work with and will be missed. The Friends look forward to working with Beverly Haynes-Cullen who will be taking Laureen's place as the liaison. The Friends Board of Directors will have an in person meeting on November 11th.

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

Director's Report: The Foundation campaign has brought in a total of \$5,200. The Holiday closing schedule for 2022 moved staff training days to Friday, they had traditionally been held on Mondays. The HVAC system has been fully installed. The library is in the process of finalizing the closing of the project with NY State. The Open Meeting laws have changed. All documents for the meeting are available by request 24 hours before the meeting.

Assemblyperson Jen Lunsford will be at the library on Dec 9 at 1:00 pm for library advocacy day. The Webster Art Club work is now on display at the library.

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for October in the amount of \$81,634.64. This includes rent, taxes and CAM charges for both October and November totaling \$70,184.98. Bills paid (excluding rent, taxes and CAM charges) totaled \$11,449.66. The revenue total for October was \$5,301.15.

Approval of the 2022 Holiday and Closing Schedule: Upon review and a motion with a second the Board unanimously approved the 2022 Holiday and Closing Schedule.

Report from the Director Search Committee: The search committee finalized its set of first interview questions and all five members of the committee conducted First Interviews with the top five applicants. After a thorough review of each candidate, the committee agreed to the top two candidates. The committee then created a set of second interview questions and all five members of the committee conducted Second Interviews with each of the final two candidates. A review of each candidate was conducted after each interview. A three member subcommittee met over two days to perform ten reference checks (five per candidate). These professional references were questioned over the phone, each subcommittee member created a summary report of their impression of these conversations. These reports were presented and discussed with the full Director Search Committee.

Report of the Potential Purchase of the Library Building: A letter of intent from the town to the plaza owner will be sent this month.

The Board of Trustees moved to executive session to discuss personnel matters.

The Board of Trustees reconvened to the business meeting.

The next meeting of the Webster Public Library Board of Trustees will be December 8, 2021 at 7 pm at the Webster Public Library.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Eileen Brookins
Secretary

