

**Webster Public Library  
Board of Trustee Meeting Minutes  
January 12, 2022**

**In Attendance:** Amy Crumley, Adam Traub, Mary Alice Moore, Dan Ammon, Peter Knapp, Sarah Stein, Jen Mitchell, Matthew Clark, and Eileen Brookins

**Absent:** Marge Gascon, Friends of the Webster Public Library Liaison

**Guests:** Ginny Nguyen, Town Board Liaison

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

Amy welcomed Ginny Nguyen, the new Town Board Liaison, 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 December 8, 2021.

**Agenda Review:** Amy added one item to the agenda

**Correspondence:** Terri Bennett's thank you letter was shared with the Board. It was noted that Library Advocacy Day will be March 2, 2022. It will be a virtual meeting.

**Report from the Friends of the Webster Public Library:** Marge Gascon, Chairperson of the Friends submitted the following report that was shared with the Board by Adam Traub. In spite of the many challenges, the dedication of the volunteers enabled the Friends to contribute \$50,000 to the library this year. Peg Ehmann has been appointed Treasurer of the Friends following the resignation of Brenda Rubinstein from that position. A general membership meeting will be held on January 20th. A membership drive is planned for February.

**Report from the Town Board Liaison:** Ginny Nguyen, the new Town Board Liaison, has met with Adam. Ginny is looking forward to working with Adam and the Library Board of Trustees.

**Director's Report:** Assemblywoman Jen Lunsford visited Webster Public Library on December 9th to discuss priorities for libraries in the upcoming budget period for New York State. Unbeknownst to retiring Director Terri Bennett, the Assemblywoman had arranged for an official proclamation to be given to her, celebrating Director Bennet's 42 years of service to the libraries in Monroe County. Some patrons continue to find masking unacceptable, despite the requirement by the New York State. Following a discussion with the Town of Webster officials and the Police Department, the library staff has been directed to politely and firmly remind patrons of the masking policy, offer a mask and if the patron refuses to wear a mask, ask the patron to leave. Should a patron refuse to leave, staff will contact the police. Circulation Supervisor Bev Cullen worked recently with a patron who had accumulated a significant amount in fines. Due to the patron's situation, Bev significantly reduced the amount the patron owed. Upon overhearing the situation, another patron offered \$20 to the first on their way out the door. The first patron was overwhelmed with the generosity shown by everyone involved. Following the holidays, the staff welcomed incoming Director Adam Traub. They had

prepared a getting on-board plan, orienting him to their jobs, the building and sharing various goals and challenges. Director Traub is grateful for their thoughtfulness and time in making for a smooth first week. Adam met with the Town Supervisor, Tom Flaherty, who along with other town officials have been very helpful in the transition process. The library staff would like to interview new board members for the staff newsletter.

**Approval of Bills and Financial Report:** Upon review and a motion with a second the Board unanimously approved the payment of the bills for December in the amount of \$170,335.52. This amount includes rent, taxes and CAM charges for December amounting to \$35,092.49, a payment to MCLS for \$32,939.00 for membership in MCLS and \$88,438.00 for the three new HVAC units installed in October 2021. A State Construction Grant will pay for most of the HVAC project, the remaining balance on the project will be covered with money from the Library Fund Balance Account. The revenue total for December was \$3,486.59.

**Discussion:** Upon review, the Community Meeting Room Use Policy revision was tabled until next month for further discussion.

**Discussion:** Director Search Process Take-Aways

The search committee recommended to the Board two areas of focus for the upcoming year. First, a purposeful action plan to improve the relationship with the Town Supervisor and the Town Board. Second, a need for a concrete plan for oversight, evaluation and feedback for the staff, the Director and the Board of Trustees.

**Discussion:** Board Meeting Format

Upon discussion the board decided the February and March Board meetings will be virtual meetings held on Zoom due to the rise in COVID-19 cases. April will be an in-person meeting. These can be adjusted as needed.

**Update:** Nominating Committee

The nominating committee, Amy, Dan and Jen, will meet this month and report to the Board a slate of officers for 2022.

**Added agenda item:** Julieann Angie has resigned from the Library Board of Trustees.

The next meeting of the Webster Public Library Board of Trustees will be February 9, 2022 at 7 pm on Zoom.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Eileen Brookins  
Secretary