

Webster Public Library
Board of Trustee Meeting Minutes
February 9, 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; Doreen Dailey, Assistant Director/Adult Services Librarian; Shana Lynott, Assistant Director/ Early Learning Librarian; Jason Poole, Outreach Coordinator; Peg Ehmann

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

Amy welcomed Peg Ehmann to the meeting.

Public Comment: Due to the COVID 19 virus, the Board of Trustees Meeting was held as a video conference. There were no public comments.

Approval of the Minutes: Upon review and motion with a second the Board unanimously approved the minutes of January 12, 2022.

Agenda Review: There were no items added to the agenda

Correspondence: Peter encouraged the Board to review the RRLC Annual Report, an overview of the training, events, community impact, digital services and financial report of RRLC. The Webster Public Library sensory station is highlighted as a unique project with big impact.

Special Project Proposals: Doreen Dailey, Shana Lynott and Jason Poole presented three Special Project Proposals to the Board: Community Room, Library Signage, and Interrupt Racism Change Teams Cohort. Each project reflected the careful consideration and creativity of the library staff in meeting the library's long term goals. The Foundation Board had given \$23,000 toward 2022 Special Projects. Upon review and motion with a second, the Board unanimously voted to fully fund the Library Signage and Interrupt Racism Change Teams Cohort Special Projects, with the balance of the Foundation gift to fund the initial phases of the Community Room Special Project.

Report from the Friends of the Webster Public Library: Peg shared that the Lobby Book Store continues to be successful. The January sales totaled over \$2700. The puzzle sale was also a success. The Friends will focus on increasing membership and the spring book sale.

Report from the Town Board Liaison: Ginny thanked the Library Board and looks forward to working with them.

Director's Report: Adam reported that the management team will be meeting once a month to discuss the current state of the pandemic and how it impacts the library operations. It is the hope of this team that the library can return to less restrictive in-person programs soon. At the

invitation of the Town Board Liaison, Ginny Nguyen, Adam attended the Chamber of Commerce monthly breakfast with Outreach colleagues Jason Poole and Liz Pelletier. The AARP tax preparation partnership is off to a successful start. Seniors looking to have their taxes done can fill out the packets prepared by AARP, schedule a meeting and then come into the library and wait while their taxes are prepared by a volunteer. NYLA has sent out an official invitation for Library Advocacy Day, which will be held virtually on March 2nd. MCLS is arranging meetings which staff and trustees can attend.

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for January in the amount of \$84,422.30. This amount includes rent for January and February (\$35,092.49 per month), taxes and CAM charges. The fee revenue for January totaled \$3,338.60. Spending for 2021 totaled \$1,820,099, about 96.6% of the budget. \$64,311 will be moved to the Fund Balance account.

Discussion: Upon review, a motion with a second, the Board unanimously approved the revisions to the Community Meeting Room Use Policy.

Discussion: Upon review, the Code of Conduct Policy revision was tabled until next month for further discussion.

Nominating Committee: The nominating committee recommended the following slate of officers for 2022: President, Amy Crumley; Vice President, Dan Ammon; Secretary, Eileen Brookins and Treasurer, Jen Mitchell. There were no nominations from the floor. Upon review and a motion with a second, the board voted unanimously to elect the officers as stated above.

Executive Session: At 8:19 upon a motion with a second the Board voted unanimously to move to executive session to discuss personnel matters and a confidential grant.

Return to Board Meeting: At 8:59 with a motion and a second the Board voted unanimously to return to the regular Board Meeting.

The Board supports the updated Town policy regarding masking.

Upon review and a motion with a second, the Board voted unanimously to accept the confidential grant.

Upon review and a motion with a second, the Board voted unanimously to appoint Peg Ehmann to complete the term of a vacated position as a Trustee of the Webster Public Library.

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

The meeting was adjourned at 9:01 pm.

Respectfully submitted,

Eileen Brookins
Secretary