

Webster Public Library
Board of Trustee Meeting Minutes
May 11, 2022

In Attendance: Amy Crumley, Adam Traub, Mary Alice Moore, Dan Ammon, Peter Knapp, Sarah Stein, Jen Mitchell, Matthew Clark, Peg Ehmann 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 7:02 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 April 13, 2022.

Agenda Review: The order of the agenda was amended moving Approval of the Bills and Financial Report to follow Correspondence.

Correspondence: Jen shared a social media site, Book Toc, which highlights interesting ways libraries use social media.

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for April in the amount of \$63,713.19. Rent, taxes and CAM charges of \$36,942.79 were paid for the month of May. Rent increased to \$34,428.25 beginning in April. Rent will increase \$17,097, CAM charges will increase \$1,687.56 and taxes will increase \$162.74 for the year. The revenue fee for April totaled \$3,741.51.

Report from the Friends of the Webster Public Library: The Friends Book Sale began tonight with a FWPL Members Night. Tomorrow the sale will be open to the general public. Friday and Saturday will be \$5 Bag Day. Wednesday, May 18th will be the Friends Annual Meeting. This will be the first in person meeting the Friends have held since last September. New Officers will be introduced.

Report from the Town Board Liaison: Ginny reported that the town is working on the distribution of monies from the ARPA (American Rescue Plan Act) Relief Funding. As part of the plan, \$350,000 has been allocated to be distributed to non-profit organizations based in Webster. Grant applications due by May 31, 2022. A review process is in place. The town is developing a comprehensive plan for the allocation of monies from ARPA to the town. The town is currently working on the 2023 Budget. There have been changes made to the zoning codes. The town is currently working to see that residents are informed about these changes and are in compliance. Any information about the library events can be sent to Karen Buck at the Town for communication to the residents of Webster.

Director's Report: Adam reported that beginning in 2023, all library trustees in New York State must complete a minimum of two hours of trustee education annually. The Board should adopt a policy regarding this training prior to 2023. The way hold fees are assessed has changed to

provide a more positive and consistent patron experience. Starting in April, if a patron's hold is fulfilled by a Webster owned item, no hold fee will be charged, regardless of where the item is when the hold is placed. The Director's Open House event was held Wednesday, April 27th in the Community Room, which was approximately half-full of members of the community, Library Board and Town Board members. Adam received good questions and is indebted to the staff for arranging everything for the Open House. Adam will be presenting at an upcoming Town Board Workshop on Thursday, May 26th at 5:30 PM. The Town has forwarded information on submitting the 2023 Budget. In the future Adam will present a preliminary budget to the Board in April. School visits have resumed with schools visiting the library and the library visiting schools. The library will be a polling place for early voting and the general vote in the primary as well as the November elections. Selected Statistics for the month of April. Days Open: 26; Circulation: 34,305 (0% increase); Door Count: 13,523 (an increase of 24%); Reference Questions: 565 (an increase of 7%).

Personnel Report: Upon review and a motion with a second the Board unanimously approved the Personnel Report for April.

Discussion: Wreaths Across America: Eileen led a discussion on Wreaths Across America. The discussion will continue next month.

Discussion: Upon review and a motion with a second the Board unanimously approved the elimination of fines for juvenile and young adult library materials to go into effect on June 23, 2022 to coincide with the kickoff of the Summer Reading Program.

Discussion: A sub-committee will be formed in the fall to begin the research into a future library location.

The next meeting of the Webster Public Library Board of Trustees will be June 8, 2022 at the Webster Public Library.

The meeting was adjourned at 8:20.

Respectfully submitted,

Eileen Brookins
Secretary