

**Webster Public Library
Board of Trustee Meeting Minutes
August 10, 2022**

In Attendance: Amy Crumley, Shana Lynott, Mary Alice Moore, Peter Knapp, Sarah Stein, Peg Ehmman, Jen Mitchell, Matt Clark, and Eileen Brookins

Guest: Linda Wilson, Friends of the WPL co-chair; Ginny Nguyen, Town Board Liaison

Absent: Dan Ammon, Adam Traub

Amy called the meeting to order at 7:00 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 June 8, 2022.

Agenda Review: There were no changes made to the agenda

Correspondence: There were no correspondences shared

Report from the Friends of the Webster Public Library: Linda Wilson introduced herself as the new co-chair of the Friends with Gail Dominick. The Friends held a general membership meeting on July 20th. The lobby book store continues to earn between \$2,500 and \$3,000 per month. The spring book sale earned \$7,474 an increase from the fall 2021 sale. The Friends gave a check of \$12,000 to the library. A committee has been formed to revise the volunteer process. During recent book sales Member's Night has been sparsely attended. A survey went out to the FWPL membership to determine the value of this preview evening event. The responses indicated that about 50% valued this event. Member's Night will be continued. On July 20th a meeting was held with the library to determine if the Sustainable Shelves program will be continued. Discussion on this topic will continue. The FWPL Board will meet on August 17th. One item they will be discussing is revising the Little Free Library program.

Report from the Town Board Liaison: Ginny reported that the town continues to work on three major projects: the Sandbar Park Project, the Sewage Plant and the Highway Garage. The town is also working on the budget trying to remain under the 2% tax cap and provide the best services for the community. The town is also working to update the 2008 Comprehensive Plan.

Director's Report: Adam submitted a written report. Assembly Member Jen Lunsford stopped by for story time on Monday June 13th. She and Shana read stories and sang songs to a full story room. A preliminary budget was submitted to the town. The public hearing regarding the 2023 budget is currently scheduled for October 6th. Friday, July 8th Captain Mark Reed and Sergeant Adam Engle taught a session titled "Aggressive Deadly Behavior Considerations in Public Places" to the staff. The purpose was to teach staff how to recognize possible threats, respond appropriately in an emergency situation, and take proactive steps to help create a safer environment. On July 9th eleven staff members attended a voluntary training on CPR, Choking, and First Aid. The training was provided by the staff of NEQALS at their new facility. On August 20th and 27th WPL will partner with Joanne Nania and Webster Community Chest's food pantry

distribution. Community members will be able to order meal bags (bags with all the ingredients to make a specific meal) online. Community Chest volunteers will then shop for, assemble and distribute the bags. Bags will be assembled in the Community Room and distributed near the front entrance. The public libraries of Rush and Henrietta have both gone completely fine free with Rush being the first in the county to completely eliminate all daily late fines. Other libraries across the country continue to report similar efforts, including eliminating holds fees. The popular AARP Safe Driving Classes returned to WPL on Saturday July 30th. The Webster United Church of Christ's Caring Community Concert was held on July 27th. The proceeds from the concert will support the BookBox Program at the library. The Webster Public Library remains incredibly grateful to the UCC for continuing to include us and support this important project. Summer activities kicked into high gear at the beginning of summer: Summer reading featured ocean-themed craft activities, movies, and book discussions. Staff also got out of the library with story times at Harmony Park, Arboretum tours, sky gazing, yoga story time, and a booth at the farmer's market. Selected Statistics: Days open: June 26 days, July 24 days; Circulation: June 36,266 (-5%), July 40,846 (-3%); Door Count: June 14,956 (24%), July 15,147 (108%); Reference Questions: June 664 (-15%), July 1,035 (4%)
New Borrowers: June 161, July 181.

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for June in the amount of \$93,418.80. This includes two payments of \$38,428.25 for both June and July rent, taxes and CAM fees. Bills paid also include an April/May rent increase payment of \$2,970.92. Upon review and a motion with a second the Board unanimously approved the payment of the bills for July in the amount of \$13,890.13. Rent, taxes and CAM charges were not included this month. The fee revenue for June was \$3,528.35. The fee revenue for July was \$3,843.19.

Personnel Report: Upon review and a motion with a second the Board unanimously approved the Personnel Report for June 6 - August 8, 2022.

Discussion: Amy led a discussion on the 6 month review process for the director.

Discussion: Amy led a discussion and update on the 2023 budget process.

Discussion: Amy led a discussion on the Trustee Education Requirements.

Action Request: Upon review and a motion with a second the Board unanimously approved the change of the fall staff day from October 14th to November 11th.

The next meeting of the Webster Public Library Board of Trustees will be September 14, 2022 at the Webster Public Library.

The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Eileen Brookins
Secretary