

**Webster Public Library
Board of Trustee Meeting Minutes
November 9, 2022**

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

Guests: Ginny Nguyen, Town Board Liaison

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 October 12, 2022.

Agenda Review: A discussion of insurance for the FWPL was added to the agenda.

Correspondence: Peter shared two items from the Friends and Foundation of the Rochester Public Library. The FFRPL is sponsoring Meet the Author webinars, a weekly series of interviews with authors. There is a link on their website to register for future events and to view past authors' interviews. A recent professional development webinar on Roberts Rules of Order was recorded and a link to the webinar will be shared with the Board

Report from the Friends of the Webster Public Library: Peg reported that Friends gave Adam a check for \$10,000. The Winter Holiday Book Sale will begin November 29th and run until the books are sold out. There was a Board of Directors meeting held earlier today. The leadership of the Friends has changed. Linda Wilson will be the chair of the FWPL. The Board authorized the purchase of a laptop computer. The FWPL will be focusing on volunteer opportunities for members while growing the volunteer base of the Friends. A General Membership meeting will be held on November 16th at 2 pm in the Community Room.

Report from the Town Board Liaison: Ginny reported that the Town Board continues to work on the Comprehensive Plan for the town. The town is very interested in hearing from the public on their ideas and suggestions for the Comprehensive Plan.

Director's Report: Adam reported that the WPL Foundation has sent out their annual campaign letter. The Foundation is considering a postcard campaign to help grow the donor base. The library's annual Trick or Treat event saw 355 children and 705 people total surpassing the numbers in 2021 and in 2019 prior to the pandemic shutdowns. The "Kids Talk About Race" project, a Harold Hacker funded initiative started by Jenny Paxson and Jason Poole, partnered with WCSD and the Gandhi Institute to get kids to discuss race. The project culminated in a display of the participating students' responses, photographs, and an opening event. The event made the front page of the Webster Herald and received many positive comments. The Town Board has unanimously adopted the 2023 Town Budget which includes the library allocation. Four network switches have arrived. Thanks to the MCLS and E-Rate funding, the library was able to upgrade four network switches for less than \$2500. If purchased separately without E-Rate, it would likely have cost approximately \$16,000. Adam has accepted an invitation to serve on the New York Library Association's Legislative Committee as an

at-large member for a three-year appointment (2023-2025). Selected Statistics: Days Open: 26; Circulation: 32,329 (-3%); Door Count: 17,076 (14%); Reference Questions: 709 (6%); New Borrowers: 140.

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 \$104,090.57. This includes \$76,856.50 for October and November rent, taxes and CAM charges. The fee revenue for October was \$2,944.88.

Personnel Report: Personnel Report for October 8, 2022 to November 9, 2022 was received for filing.

2023 Webster Public Library Budget: Upon review and a motion with a second the Board unanimously approved the 2023 Webster Public Library Budget.

2023 Holiday and Closing Schedule: Upon review and a motion with a second the Board unanimously approved the 2023 Webster Public Library Holiday and Closing Schedule.

Policy Review: The Credit Card and Whistleblower Protection Policies were reviewed. No amendments were proposed.

Discussion: Adam led a discussion on background checks for employees. The Board will continue this discussion next month.

Discussion: Amy reported that the Town Supervisor will present the appointment of Peg Ehmann, Matthew Clark and Mary Alice Moore for a full term on the Webster Public Library Board of Trustees to the Town Board on January 5, 2023.

Discussion: Peg requested a clarification on the insurance coverage of the Friends of the Webster Public Library. No action was taken.

The next meeting of the Webster Public Library Board of Trustees will be December 14, 2022 at the Webster Public Library at 7pm.

The meeting was adjourned at 8:25 pm.

Respectfully submitted,
Eileen Brookins
Secretary