

Wadsworth Library Board of Trustees Meeting Minutes Thursday March 12, 2020

Board Present: Mike DaBramo, Tom Whitmore, Carolyn Meisel, Marcia Podhorecki, Mark Sullivan, Julie Brocklehurst-Woods, Geoff Clough

Absent: none

Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Guest: Dave Dewar, CPA

Call to order at 4:02 by President Mike DaBramo

Adoption of the Agenda: motion by Carolyn, second by Tom, passed

Calendar

We discussed replacing the drip pans for the building AC system, but decided to not pursue this because the AC units will be replaced during the upcoming construction. Two of the three units are functional, we hope they will last until the new ones are installed. Debby will check with Lindsay on approximate date for installation of the new units.

Children's Librarian Report: our Corning grant was denied due to our distance from Corning, even though a grant was previously given to Genesee Christian School. She has started moving books out of the Childrens' area.

Director's report: Debby described how she and Sarah learned and were inspired by attending their conference in Tennessee.

The Hot Spots are almost ready, staff are working on instructions.

Approval of Consent Agenda to include:

Adopt the minutes of the regular meeting on February 13, 2020 and the special meeting of Feb 21, 2020;

Treasurer's report;

Children's Librarian report; and

Director's report.

Moved by Marcia, second by Geoff, passed

Financial Reports

Marcia Koch commented that the Schwab accounts are not on the financial reports. She continues to work on straightening out the NYS Retirement contributions. She is waiting for journal entries, and questioned a \$11,000 bank fee from last year.

Financial reports and approval of bills (warrants):

- a. Approval of pre-audit payments from 3/4 - 3/11 : Motion by Carolyn, second by Marcia, passed
- b. Approval of regular payments: motion by Carolyn, second by Tom, passed
- c. Receive financial reports: motion by Carolyn, second by Mark, passed

Friends of Wadsworth Library report

No one attended from the Board of Trustees.

Old business

1. Second floor expansion

a. Construction timeline

Construction will begin April 6. Office space needs to be cleared by this date. Will start on lower level removing some ceiling tiles to allow access for other work. Staff will be working on lower level. Staff desks need to be moved downstairs. We will need a storage pod, available from Whitney East.

Contracts with construction companies were signed today. There will be meetings every Thursday at 9:00 starting April 2.

Motion 38: to pay Clerk of Works Alan Rudgers \$2000 April 1, then \$1000 the first of every month for the duration of this construction project, maximum of \$6000.
Moved by Carolyn, second by Geoff, passed.

PLS IT will install wireless adapters by the end of next week (March 20).

March 30 is the goal to get staff moved downstairs.

Motion 39: The library will generally remain open during construction. April 15-24 will likely be closed dates, due to noise and dirt. Additional closures will occur for pouring concrete and running water lines. Staff will be paid on closed dates. They may enter the building after 4:00 to access materials. Carolyn moved approval of this plan, second by Tom, passed.

Computers will be moved to new locations in old building. The old front door will be used for access. We will need to hire someone to run wires for the new section, for phones and computers.

b. Fundraising

Carolyn continues to work on contacting donors including Billy Lloyd, Helen Wadsworth, John Lanphear. Donations totals are \$123,236 in the library account, \$127,000 in RACF.

Geoff has been sharing newspapers at schools. Donations have been received for a few more books. He will take photos of some additional books for Cottone Auctions.

Little Free Pantry

Following considerable discussion regarding this charity project,

Motion 40: The Little Free Pantry will be permitted to operate on library property for 1 year on a trial basis. Mike will work with Deb Allen on an operational plan. Moved by Tom, second by Carolyn, passed with 1 abstention (Julie).

New Business

Election: Trustee Petitions will be available from Debby after March 26. She distributed a schedule of tasks leading up to this year's election.

Motion 41: State Annual Report was approved via motion by Tom, second by Carolyn, passed.

Fine Free concept was discussed. This has been mostly implemented via the automatic renewal program of PLS, except if a book is unavailable for renewal. This program will not be promoted until after completion of our current fundraising campaign. Changes need to be made to the policies; Carolyn will begin this process.

Coronavirus and its impact on library operations was discussed. Current plans are for the library to remain open, with reduced programs being offered. The Summer Reading Program is being planned. If any staff

should experience illness beyond their sick leave accruals, Debby will consult with the Board of Trustees before taking action.

The Long Range Plan will be discussed under New Business next month. Debby will distribute this document via email.

Next meeting is April 9, 2020 at 4:00.

Adjourn at 6:30, motion by Carolyn, second by Tom, passed

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary