

**Wadsworth Library Board of Trustees  
Minutes for Thursday, October 8, 2020  
Library Meeting Room**

**Attendance:**, Liz Argentieri (Zoom), Mike DaBramo, Julie Brockelhurst Woods(Zoom), Debby Emerson, Marcia Koch(Zoom), Carolyn Meisel(Zoom), Marcia Podhorecki (Zoom), Mark Sullivan, and Tom Whitmore (Zoom)

**Excused:**

**Guests:** Sarah Matthews

**Call to Order:** Meeting called to order by President Mike at 4:02.

Welcome new board member Liz Argentieri!

**Agenda Approval: (78)** Motion to approve the October 8 Agenda, \_Mark \_\_\_.  
Second, \_\_Marcia P. \_\_. Carried.

**Calendar Review:**

October:

- PLS Annual Meeting - Debby will send out email
- Write GCS with request for funds
- \$420k - full amount

November:

- Finance Committee meets to write budget and discuss raises
- NYLA Conference
- Board Meeting Nov 12
- Appointment w/ Dave Dewar re: 990
- Presented final 990 in July?
- Need to call for external auditor - Debby
- Call Dave for next 990 - Debby

**Consent Agenda (79)** Motion to approve the October 8, 2020 consent agenda to include Regular Meeting Minutes of September 10, Treasurer's report; Director's report; Children's Librarian report, \_\_\_\_\_ Carolyn \_\_\_\_\_. Second, \_\_Julie \_\_\_\_\_. Carried.

## Reports:

### I. Financial reports and approval of warrants

(80) Motion to approve pre-paid Warrants for September 22, 2020 to October 2, 2020, \_\_Carolyn \_\_. Second, \_\_Marcia P. \_\_. This Warrant disbursement was unanimously approved.

(81) Motion to approve Warrants for September 30, 2020, \_\_Julie \_\_. Second, \_\_Carolyn \_\_. This Warrant disbursement was unanimously approved.

(82) Motion to receive the financial reports, \_\_Marcia P. \_\_. Second, \_\_Liz \_\_. Carried.

### 2. Friends of Wadsworth Library:--

Meeting was cancelled for October

Will discuss donation amount remotely - currently thinking about \$5,000

T-shirt/Sweatshirt for winter holiday

Taking orders up to Thanksgiving

Masks with Wadsworth Library on them to be sold at Library - \$10

Profits for Children's library

Next meeting is November 10 - Julie will attend

## REMINDER: November meeting 10

## OLD BUSINESS

1. Second floor expansion (DISCUSS)
  - a. Construction update
    - i. Elevator not going up to second floor yet
      1. Fire recall does not go to second floor yet and needs to be completed first
      2. Work needs to be inspected before that is OK
      3. Lindsay is looking into it

4. Construction people have to do fire recall not elevator people
  5. All has to be done before it is turned over to public
  6. Right now, need for moving furniture
  7. Work order for programming elevator has been submitted by Debby, receipt confirmed, no work scheduled yet
  8. Waiting on furniture for Monday though without elevator, need to stair carry which is problematic
  9. May need to store on first floor if elevator not ready
  10. Movers may want to stair carry. Marcia P will talk to movers, Debby will check on elevator programming.
  11. Shipping probably can't be stopped.
  12. Computer networking setup on October 27th
  13. Wiring almost done
  14. Walkthrough next Thursday 10/15
- ii. Fundraising progress
1. \$400,000 NYS Library construction aid to be paid in November, 2020
    - a. Livingston County Aid coming in November, 2020 too
  2. Mike will check to see if we need to stop removal of \$200,000 from RACF since we do not need it at this time Carolyn sent list to Mike for possible donors
  3. 9 families on the list
  4. Possibly send letter to family units for one large donation
  5. Email for some people but not all
  6. Letter options? Postage costs? Purchasing mailing lists from Penny Saver.
  7. Can send emails to people who opted into emails
  8. Issues with confidentiality and promotional materials
  9. Giving Tree email?
  10. Newsletter to Friends' List?
  11. Carolyn will work on this with Julie.
- b. Naming opportunities and family donations
- i. Issue about room naming option already gone - have person that gave \$2,500 for room that is already gone
  - ii. Mike and Tom will discuss before next meeting
- c. Donor wall in children's area
- i. Tree on wall that is décor in Children's area
    1. Engaging artist to paint tree
    2. Will need to be painted soon
  - ii. Donor tree is separate from décor
    1. Need to decide on design
    2. Somewhat on hold because of needing what wall, area used, number of leaves, budget to spend
    3. Need to make sure we have all donors before painting so we don't miss people - wait couple of months

4. Open to public before Donor Tree created?
5. Sarah will continue to investigate
2. Moving in to new/renovated space - plan (DISCUSS)
  - a. Talking in library, staff meetings
  - b. Flexible plan at the moment
  - c. Working in shifts to unbox books (100s of boxes and need to be checked in and then put on shelves)
  - d. Shelves hopefully will be up next week and need to be placed properly before books loaded
  - e. Computer hookup after move -
  - f. Library will need to close for a few days, maybe one full week
    - i. Need computers up and running to process books
    - ii. Could be November but depends on construction deadlines
3. Long Range Plan (DISCUSS)
  - a. Survey is back
    - i. Comments very good
    - ii. Children's program high priority
  - b. Carolyn is leading group
  - c. Liz has been on committee before
  - d. We are supposed to go over in July each year
  - e. Add engaging York into LRP
  - f. Dates need to be updated
  - g. Children's Floor completed
  - h. Promoting use of meeting rooms
  - i. Sarah has notes to send to Carolyn
  - j. Debby added notes to original document
  - k. Goals have always been set by committee then described by Sarah, others
  - l. Up virtual program offers
  - m. Time table is a few months, then recommendations will come back to board
    - i. Three or four meetings all by Zoom
    - ii. Maybe finish before 2021?
  - n. Rachel Baily-Jones will chair committee
4. York users (ON HOLD)

### **New Business**

1. Security cameras (VOTE)
  - a. Installed after construction
  - b. Johnson Controls/Tyco Integrated Security has been down here for review
  - c. Quote for \$6,350 for camera system and \$845/year
  - d. Consistent with other libraries cost in area
  - e. **(83)** Motion to approve security cameras, \_\_ Tom \_\_. Second, \_\_ Mark \_\_. Carried.

**(84)** Motion to close the meeting at 5:35 pm, \_\_ Tom \_\_. Second, \_\_ Marcia P \_\_. Carried.

The next regularly scheduled meeting will be **Thursday, November 12 at 4:00**  
pm