

**Wadsworth Library Board of Trustees
Minutes for Thursday, November 12, 2020
Library Meeting Room**

Attendance:, Liz Argentieri (Zoom), Mike DaBramo, Julie Brockelhurst Woods, Debby Emerson, Marcia Koch(Zoom), Carolyn Meisel(Zoom, arrived 4:28), Marcia Podhorecki, Mark Sullivan, and Tom Whitmore (Zoom)

Excused:

Guests: Sarah Matthews, Lisa from Friends

Call to Order: Meeting called to order by President Mike at 4:05.

Agenda Approval: (85) Motion to approve the November 12 Agenda, _Mark __. Second, __Marcia P.__. Carried.

Calendar Review:

November:

- Finance Committee meets to write budget and discuss raises
 - Need to setup meeting for FC
 - May need more funding but climate isn't good
- Trustee Nominations - Looking for people for next year
- NYLA Conference - virtual last week, too expensive for virtual
- Board Meeting Nov 12
- Appointment w/ Dave Dewar re: 990

December:

- Employee Self-Evaluations - Debby will take charge of evals
- Board Meeting December 10
- Tax Override

Consent Agenda (86) Motion to approve the November 12, 2020 consent agenda to include Regular Meeting Minutes of October 8, Treasurer's report; Director's report; Children's Librarian report, _____Tom _____. Second, __Liz __ _____. Carried.

Director's Report - Everyone is back at work now. Page went off to college so have not replaced that position. 8 hours /week not filled currently. No current need. One work from home day per week to reduce number of people in building. Shorter days in building during week, time on weekends instead. Not currently open on Saturdays - no requests from patrons about opening on Saturday yet.

Staff did great job of putting everything back in place. All staff came in and unpacked, checked in items, and put on shelves.

Reports:

I. Financial reports and approval of warrants

(87) Motion to approve pre-paid Warrants for October 28, 2020 to November 5, 2020, __ Marica P __. Second, __ Julie __. This Warrant disbursement was unanimously approved.

(88) Motion to approve Warrants for November 13, 2020, __ Tom __. Second, Julie __. This Warrant disbursement was unanimously approved.

(89) Motion to receive the financial reports, __ Julie __. Second, __ Carolyn __. Carried.

2. Friends of Wadsworth Library:--

- Getting new memberships

- New mailing going out soon for donations

- Minimize asking for memberships from people that have declined a few times

- GoFundMe contributions coming in still

- Wadsworth Masks for sale

- T-Shirt sales still going through Nov 24th

- Book sale discussion but not sure how to do it safely, leaving open for December at this point. A few people at a time perhaps?

- Friends donated \$5,000 to the library

- Murals in stairway got painted over - Friends will look into replacing.

 - Mark will get names of high school students that could do them

REMINDER: December 1st meeting

Old business

1. Second floor expansion (DISCUSS)
 - a. Construction update
 - i. Certificate of Occupancy
 - ii. Door alarm is functional - Doyle sending reports to town and town will then give certificate
 - iii. Auto door opener not currently working - waiting
 1. Doors closing properly now
 2. Waiting on repairs
 3. Only outstanding issue
 - iv. 99% done
 - v. Allen Rudgers was clerk of works - coming back on 23rd to inspect attic for insulation. We will have ladder that day
 - vi. **(90) Motion** to release Allen from duties and thank him for a job well done, Julie. Second, Marcia P. Carried.
 - b. Pod removal - what to do with contents
 - i. Pod still out behind building with furnishing from former children's area that we won't use. Tables, shelves, etc. Three comfy chairs, display cases still needed and will be moved in soon. Debby has sent email to Pioneer Library list but no takers. What do we do with stuff? We can give it away, but can't sell it. Penny Saver listing for free stuff? Day care centers?
 - ii. Debby will reach out to Penny Saver and other local non-profits to see if they want the stuff.
 - iii. Transfer station as last resort, scrap dealer?
 - c. Fundraising progress
 - i. Tom and Carolyn report
 1. Billy Loyd donation - \$25,000, maybe \$50,000 for named meeting room for three Wadsworth Sisters
 2. About 86.3% towards goal, before Loyd donation
 3. Need to update the banner outside
 4. Scaled back opening for new children's area? Just large donors?
 - ii. Friends donated
 - iii. Rotary donated
 - d. Donor wall
 - i. Julie, Carolyn, Sarah, and Debby met to finalize Donor Tree location
 - ii. Vestibule in main entrance area
 - iii. Sarah has a signage person come in and give a quote - no quote yet, will have it tomorrow after presentation
 - iv. Coordinated signage for books, rooms, and areas on main floor and 2nd floor
 - v. Tree should be done soon so we have people's names up there
2. Facilities

- a. Landscaping - Mike
 - i. Garden edging at entrance to library
 - ii. 2/3 of edging put in by Mike and Tom
 - iii. Julie and Mike will get better soil for spring to improve garden
 - iv. Remove bench, replace stone, then put bench back so people's feet are on sidewalk
 - v. May sell extra stones not required
- b. Cleaning contract - Debby
 - i. Cleaning person Chris Saltzman giving new quote since more area, additional bathroom, and no increase in years. New monthly rate \$1,015/month.
 - ii. **(91) Motion** to accept contract of Chris Saltzman on November 1st, 2020 for \$1,015/month, Carolyn. Second, Julie. Carried
 - iii. Could use a higher step ladder for cleaning
- c. Security cameras - Mike
 - i. Yearly maintenance fee
 - ii. PLS will assist with cameras for firewall and wireless issue
- d. Ramp removal
 - i. Fantastic service
 - ii. People very grateful that we had the ramp
- 3. Long Range Plan (DISCUSS)
 - a. Committee has met twice via zoom
 - b. Next meeting is next week
 - c. Identified 4 or 5 areas of interest and focus
 - d. Will chat about areas and what services for each
 - e. Will need to meet with staff and Board to have goals and activities to fit into
 - f. Goal is to have done by end of calendar year
 - g. Board would be responsible for determining finances and how to pay for services/goals
 - h. Achieved goals in previous plan can remain if they are a major focus - early literacy for example
 - i. Community collaboration - agencies, towns, college
 - j. Will put on agenda for January Board Meeting
- 4. York users (ON HOLD)

New Business

- 1. Children's Library opening publicity
 - a. No gala event due to COVID-19
 - b. Tours? Staggered open house?
 - c. Virtual tour on website? Mark will do.
 - d. Interview of donors? Video? Picture of family?
 - e. Signage in place before tours
- 2. Dave Dewar and 990
 - a. Debby has been in contact with Dave and he will be doing it. He has filed the extension.
- 3. Brian Diehl payment

- a. Hired to fix air conditioners.
- b. Ordered part but something else was broken.
- c. Been going on since last summer.
- d. \$900 for part they purchased.
- e. They will provide free labor for repair next summer.
- f. **(92) Motion** to pay Brien Diehl approximately \$1,100 for work and part provided, Julie. Second, Marcia P. Carried.

(93) Motion to close the meeting at 5:35 pm, __Julie ____. Second, _Marcia P.____. Carried.

The next regularly scheduled meeting will be **Thursday, December 10 at 4:00**
pm