

**Webster Public Library**  
**Board of Trustees Meeting Minutes**  
**August 11,2021**

In attendance: Terri Bennett, Amy Crumley, Mary Alice Moore, Jen Mitchell, Julieann Angie, Dan Ammon, Peter Knapp, Sarah Stein,

Guests: Adam Traub, Associate Director of MCLS, Shana Lynott, Doreen Dailey Assistant WPL Directors  
Marge Gascon, Friends of WPL president, Peg Ehmann, WPL Friend  
John Cahill, Webster Town Board Liaison

Absent: Eileen Brookins, Mary Carlin

Due to COVID-19 protocols the meeting was held as a ZOOM conference.

Amy Crumley, President called the meeting to order at 7:00 p.m.

We welcomed Peter Knapp and Sarah Stein as newly appointed WPL trustees.

We welcomed Adam Traub the MCLS associate director. Adam gave an in depth trustee orientation. He reviewed in detail what MCLS does and discussed the various ways that MCLS supports the 20 local, independent libraries. Adam highlighted the duties of library trustees. One such duty is to be sure that the library is meeting the minimum state library standards and to hold the director accountable. In closing Adam reiterated that every book has a reader and that every reader has a book!

A 2018 Handbook for Library Trustees of New York State handbook is available.

There were no comments from the public.

Upon review and a motion with a second, the board approved the minutes of June 9,2021 with one abstaining.

**Correspondence:** Amy announced that the annual NYLA conference and trade show will be held in Syracuse, NY November 3-6,2021

**Friends of WPL Report:** Marge reported that the popup book sales this summer have been very successful netting \$4500! There is one more sale being held Saturday August 28 from 11:00-2:00. Unfortunately, the August 12 sale was canceled because of a heat advisory. It is important to keep our volunteers and shoppers safe.

Public book donations have been temporarily halted until after the fall book sale due to lack of storage space.

There will be a Welcome Back to the Library event on September 15 as a thank you for all of our volunteers and encourage people to become more involved with the Friends.

A traditional fall book sale will be held October 13-16.

On a sad note the dynamic duo of Diane Pero and Lois Steele are stepping down as coordinators of the sorting room. They have worked tirelessly sorting the book donations even during Covid. A team of sorters is being formed and hopefully they will continue the excellent work of Diane and Lois. Words do not adequately express our appreciation for the work and dedication of Diane and Lois. Thank you!!

**Report from the Town Board Liaison:** John reported that the board continues to work on the 2022 budget with the various department heads. There is a new department head for the Department of Public Works and a new department for Community Development has been formed. The Village Board has voted not to consolidate its sewage treatment plant with the town. The Town board is going forward with the \$31 million Phase II of the sewage proposal. 11 million will be purchasing new equipment. The town is also applying for grant help.

**Director's Report:** Terri reported that Jenny Paxson and Jason Poole applied for and were awarded a Harold Hacker Grant to provide antiracism training to 4<sup>th</sup> grade students. The grant received was \$2,604.

The Book Box program is thriving and has received \$321 from the Community Chest and \$1,100 from the United Church of Christ summer concert series. Parks and Recreation has also been attending to engage the kids in physical activity as well as to support summer reading.

The budget process continues with the televised portion of the budget on August 5 and the entire budget will be in the Webster newsletter in September with the public hearing on Thursday October 21.

Beginning September 7 WPL will have new expanded hours. WPL will be open Monday-Thursday 9a.m. – 8p.m. Friday and Saturday hours will be 10 a.m. – 5 p.m.

Assemblywoman Jen Lunsford has announced monetary support for library technology projects. WPL is looking at new scanners for the circulation desk, a new fax machine and a hearing loop for the community and story rooms.

**Approval of Bills and Financial Report:** The bills for June and July were reviewed by the board and approved. June bills totaled \$42,959.28. July bills totaled \$45,752.20 This includes \$35,092.49 paid for rent, taxes and CAM charges. This is 54.2% of the expected budget. Year to date spending is \$1,020,637. Fee revenue is up from the previous year. Fee revenue for June totals \$3,526.10 Fee revenue for July totals \$4,605.47. The Key Bank balance is \$63,302.12.

A discussion was held as to what do we do with the remaining balance of \$29,515.40 from the original estate gift of Denison McCrell. The board voted unanimously to donate the remaining balance of the gift of Denison McCrell estate in the amount of \$29,515.40 to the Webster Public Library Foundation.

The revised Cash Handling/Financial Controls Policy was reviewed. A motion was made and the board voted unanimously to accept the revised policy.

A revised Collection Development Policy was reviewed. A motion was made and the board voted unanimously to accept the revised policy.

The board approved the request of a WPL employee that he/she can use the Leave Bank while out of work due to illness. Employees can contribute personal time to this bank for fellow employees who are out of sick time and out of personal time to use in case of an emergency. s

The meeting was adjourned at 8:39 p.m.

The next meeting will be September 8,2021 in person at WPL.

**Respectfully submitted,  
Mary Alice Moore**