

Webster Public Library
Board of Trustee Meeting Minutes
October 12, 2022

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

Guests: Ginny Nguyen, Town Board Liaison

Absent: Peter Knapp

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 September 14, 2022.

Agenda Review: There were no changes made to the agenda.

Correspondence: Amy noted that the preliminary Town budget was published in the October *Webster Today*

Report from the Friends of the Webster Public Library: Peg reported that the unofficial total earned from the Friends book sale was \$6958. One hundred and eleven work shifts were filled (many volunteers worked more than one shift), nine teens, three Boy Scouts and one Boy Scout leader all worked tirelessly to make the sale a success. The unsold books were donated to Savers with the teens and Boy Scouts helping to move the books to Savers.

Report from the Town Board Liaison: Ginny reported that the public hearing for the Town Budget will be held tomorrow, October 13 at 7 pm. All are welcome to attend. The town continues to work on updating the comprehensive plan and is collecting community input for the plan. There is a sign containing the link to the online form in the lobby of the library as well as paper forms available at the desk.

Director's Report: Adam reported that several staff represented WPL at the Webster Mud Run hosted by Webster Parks and Rec. The Outreach Team also had a tent at the event with a book raffle and clean towels for the participants. New York State released the annual increase for 2023 to minimum wage on October 1, 2022. The increase is \$1.00 per hour, from \$13.20 to \$14.20. An increase was budgeted for 2023 and should be manageable without an amendment. The Urban League of Rochester held their annual Interrupt Racism summit, a three-day hybrid event intended to help attendees identify, interrupt, and dismantle systemic racism. Attendance to this summit was a part of the Interrupt Racism cohort that the library has been participating in this year. There are two open positions at the library and two staff out on maternity leave, meaning the rest of the staff are picking up a significant number of reference shifts. The library has received an Estoppel Letter indicating that the plaza will have a new owner in the future. The Town is revising its Personnel Handbook. Adam will use this revised edition to inform his revision of the Webster Public Library Personnel Handbook. The Foundation project to renovate the Community Room has received several quotes. Decisions will be made on what portions of the project will be

completed this year. Selected Statistics: Days Open:24; Circulation: 33,112 (0%); Door Count: 12,829 (22%); Reference Questions: 715 (8%); New Borrowers 163

Approval of Bills and Financial Report: Upon review and a motion with a second the Board unanimously approved the payment of the bills for September in the amount of \$6,821.81. This does not include November rent, taxes or CAM charges. October's rent, taxes and CAM charges were paid in September. Fee revenue for August totaled \$3,564.87.

Personnel Report: Upon review and a motion with a second the Board unanimously approved the Personnel Report for September 8 to October 7, 2022.

Executive Session: At 7:25 with a motion and a second the Board moved to executive session to discuss a personnel matter.

End Executive Session: At 7:30 with a motion and a second the Board moved to return to the public meeting.

Trustee Education Policy: Upon review and a motion with a second the Board unanimously approved the Trustee Education Policy.

Policy Review: The Bulletin Board Policy and the Conflict of Interest Policy were reviewed. No amendments were proposed.

Discussion: Upon review and a motion with a second the Board unanimously approved the recommendation that Peg Ehmann be appointed as a WPL Trustee Board Member.

Discussion: Upon review and a motion with a second the Board unanimously approved the recommendation that Matthew Clark be appointed as a WPL Trustee Board Member.

Discussion: Upon review and a motion with a second the Board unanimously approved the recommendation that Mary Alice Moore's term as a WPL Trustee Board Member be extended.

The next meeting of the Webster Public Library Board of Trustees will be November 9, 2022 at the Webster Public Library at 7pm.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Eileen Brookins
Secretary