

Wells Village Library
Regular Meeting August 19, 2019

Board Members present: Michelle Bates, Ron Dreher, Lisa Mattison and Carol Shattuck, Staff present: Angela French

1. Call to order: Ron called the meeting to order at 7:01pm.
2. Approval of Minutes: The following sets of minutes were approved:
 - June 10, 2019 regular meeting - Ron made a motion to approve. Lisa seconded the motion. The motion carried.
 - July 15, 2019 regular meeting - Michelle made a motion to approve. Lisa seconded the motion. The motion carried.
3. Acceptance of Treasurer's Reports: The following treasurer's reports were accepted:
 - 6/30/19 & 8/19/19 - Reports presented and accepted by consensus.
4. Librarian's Report:
 - Angela shared the database she has been working on to organize patron data (names and patron number) to enable her to more easily address overdue books moving forward.
 - After that, Angela will begin entering books into the computer.
 - Angela will look into procedures for enrolling new patrons and will make a recommendation to the board at a future time.
 - Angela gave an overview of the final summer program activities.
 - We discussed showing movies during normal hours of operation and the impact on other patrons. We will review this topic again in the future.
 - Inter-library loans have been very busy. If we find that we're spending more than \$15/week on ILL, we can explore joining with other libraries for a courier service. It slows the book arrival process to approximately two weeks for delivery. The numbers have been a little higher than normal lately because we have not been able to order books. Angela will keep track of this and get back to us in a few months to let us know what she thinks.
 - Angela plans to have programs for children at the library on Tuesdays when the school dismisses early.
 - Angela shared some ideas for upcoming fall programming that volunteers have offered to run and share their expertise.
5. Old Business:
 - Porta Potty - \$75/month - maintained weekly by company - need for hand sanitizer as back-up - liability insurance - \$40 fee if something extensive happens. We had extensive conversation about the issue. Ron requested that the minutes show that he objects strongly to installing a porta potty here. Ron spoke with someone from the DEC who said we could possibly get a permit to install a stand-alone unit. It would require some

reconstruction in the front part of the library entrance. This contact also shared concerns about wheelchair accessibility in a public building.

- Back door, Route 30 side - Ron spoke with a carpenter about what we would need to do to fix the door jam so the door will easily latch. Part of the challenge now is the jam shifts and swells with humidity.
- Library computer for the book collection - Angela is working on the beginning stages of this work.
- Date to start budget process - Spend a good chunk of time on this at the September board meeting. Librarian professional development (mileage, workshops, membership dues, etc.) is not a current line item.
- Establish date book sale for July 2020 - The MWA has set Variety Day for July 18th next year. That will place the library book sale on July 17th and 18th next year.

6. New Business:

- New fund raisers for 2019 - basket raffle - just before Mother's day
- Establish selling price of books for the next book sale 2020 - tabled for a future meeting
- Establish or reinstate rules for the library - tabled for a future meeting
- Resignation - Alex Brewster submitted a letter of resignation from the library board effective September 2nd. The Board accepted with sincere appreciation to Alex for his many years of service to the library. Michelle will follow up with a potential Board member recruit and either recommend them to the select board or communicate with us if needed.
- Librarian credit card - We have requested that Citizen's Bank issue a credit card in the library's name. The Board voted by consensus to set the credit limit at \$1,000. Angela is currently the sole card holder. Lisa and Nora are authorized users on the account.

7. Call to adjourn. Ron made a motion to adjourn at 8:43pm. Carol seconded the motion. The motion carried.

Chairman's comments:

Next Meeting: Tuesday, September 17, 2019 at 7:00pm