

- I. Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Vice- President Dave Teetsel excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the May 9, 2024 meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0**

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of March 14, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the April 11, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0**

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)
 - i. The book sale in April was successful bringing in about \$2100.00 Four of the six handmade journals donated by Councilwoman Linson were sold.
 - ii. Not many books were left over which was a plus.
 - iii. President Knight expressed her appreciation to all who helped to clean up after the book sale. She had a family emergency and many pitched in since she had to leave the premises.
 - iv. Regarding the library's wish list, the Friends will reimburse the library's purchases of the following items on the list:
 - a. 2 vinyl banners
 - b. New coffee cart up to \$150
 - c. Chair rail for the program room up to \$200
 - d. Summer Reading program expenses up to \$1300
 - v. Regarding the library's request for a smaller public computer table, the Friends suggested:

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- a. Looking into cutting down the existing table
 - b. Looking to sell the existing table to cover some of of a new table. (Director Brown will connect with another Library Director who uses an on-line auction site to see what is involved with selling library items.)
- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
- i. Councilwoman Linson suggested that Director Brown meet in June with the Town Comptroller regarding the budget process for the November vote.
 - ii. Regarding the lobby door issue, Councilwoman Linson will talk to the Code Enforcer, Brett Malafeew, to problem-solve.
- VIII. Library Director’s Report (Anne Brown) (see attached)
- IX. Secretary’s Report – (Trustee Britt) - NA
- X. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of April 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for April 2024. Seconded by Trustee Britt. Motion carried. YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski NO: 0

- ii. Approval of April 2024 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for April 2024 in the amount of \$3,297.69 for April 2024 as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried. YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski NO: 0

- iii. The AUD (now called the AFR) will be sent in as soon as possible
- iv. The next Finance Meeting will be held on Thursday, June 6 at **11:05 am**.

- b. Policy Committee (Trustee Rutkowski)
 - i. Circulation Policy – Tabled until June

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1. Discuss adding NYS Empire Pass(es) for circulation
 - a. After some discussion and a decision to purchase a couple of annual passes for NYS parks for circulation, it was determined that some additional work needs to be done on the policy.
- ii. Library Fees & Services Policy
 1. Tabled until June
- c. Personnel Committee (Trustee Teetsel)
 1. Program Assistant Maggie Fitzgerald will be resigning effective May 17, 2024.
- d. Strategic Planning Committee (Trustee Britt)
 - i. Otis the tortoise logo was reviewed for feedback
 - ii. Marketing ideas were offered spinning off the “flat Otis” adventures idea:
 1. Otis Birthday Party
 2. Otis rubber stamps
 3. Otis T-shirt
 4. Otis book recommendations
 5. Otis coloring contest
 6. Otis bingo
 7. Letters to Otis
 8. Otis kites
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Petition Update
 1. Director Brown has been in touch with the county and has provided documentation of the new legislation requiring only 25 signatures.
 2. The library’s attorney needs to approve the wording requesting a budget of \$326,400.00 for 2025 (a 2% increase over the 2024 budget).
 3. Director Brown will check the dates that the proposition is due to the County and the date by which the Town Clerk needs to receive the petition signatures in order to certify them.
 4. Trustees Rutkowski and Teetsel will discuss the community outreach plan to educate the community about the budget for 2025.

12) Old Business

- a. Community Garden update

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- i. Call for sticks and branches resulted in folks at the table saying they had enough to fill the beds so no need to put a call out to the community.
- ii. A meeting with Trustee Rutkowski is scheduled for May 15 at 11:30 to discuss a planting plan for companion plants.
- iii. Raised beds should be in place by May 18.
- iv. A community planting day is planned for June 1st.

13) New Business

14) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:51 pm. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0

IMPORTANT DATES:

- The Library will be closed for Memorial Day Weekend on Saturday, May 25th and Monday May 27th
- June Finance Committee meeting will be held on Thursday, June 6th at 11:05 am
- Summer Reading Kickoff Party is Saturday, June 22nd from 11:00-1:00 pm

The next regular Board Meeting will be Thursday, June 13, 2024 at 6:30 pm