

**Wolcott Public Library
Board of Trustees Meeting
November 15, 2023**

Board Members Present: Bob Reed, Terry Van Fleet, Steve Monroe, Bobby-Jo Mendenhall, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

Absent: Deb Lewis

Call to order – The meeting was called to order at 6:30 pm by President Bob Reed.

Minutes of the last meeting – Minutes of the October meeting were reviewed. A motion was made by Terry and seconded by Bobby-Jo to approve the minutes. Motion unanimously approved.

Treasurer's Report – The financial reports for October were reviewed. Expenses were reported to be right on target and the library is doing good in total, year to date. Bobby-Jo made a motion to approve the reports and it was seconded by Terry. Motion unanimously approved.

Kristl will send out a draft for the library's next year budget in the next few days. Please look at it and send any questions to Kristl so it can be voted on at the next board meeting.

Circulation reports – Reports reviewed for October. Circulation was slightly up for total circulation at 1431 compared to 1374 in September and 359 for e-books/e-audio/e-magazine.

Library Director Report:

Windows 10 computers – Dottie reported we have three computers that will need to be upgraded.

Lantek Communications Wiring Grant – The upgrade of the library wiring through an OWWL joint grant has been done per Dottie. It took about three days.

Credit Card policy – Dottie will do a draft credit card policy and bring it to the next meeting. There will be a limit on purchases of \$500. Receipts will be kept for tracking purposes.

Fines policy – Many libraries have fine-free policies. List of these reviewed and approved for the Wolcott Public Library.

Instant Pot Cooking Program series – Dottie reported the library will be providing an Instant Pot Cooking Program series as a joint effort with an organization that will send someone to teach the program. The program can only have two families at a time, but if they attend a number of sessions, they will get a free instant pot.

Alzheimer's Association – The Alzheimer's Association will do a presentation tomorrow at 11:00am of the 10 signs of Alzheimer's at the library.

Old Business –

New Staff Toilet – Dottie reported the new toilet in the staff bathroom has been installed and they are very pleased with it.

New Business –

Language in Meeting Minutes – Dottie shared information from the OWWL system regarding the language for motions in the future. It was recently learned that the language in the library minutes needs to indicate if a motion was unanimously approved and if not, the minutes should indicate if someone votes “no” or “abstains” from a vote with the person’s name, along with how everyone else voted. This come from the Freedom of Information Law (FOIL).

Salary for Director for next year – The Board discussed a 3% raise for the director for the next calendar year. Motion made by Bob and seconded by Steve. Motion unanimously approved.

Other – None at this time.

Date of next meeting – **The next Board of Trustees meeting will be held on Wednesday, December 20, 2023, at 6:30 p.m.**

The meeting was adjourned by President Bob Reed at 7:09 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary