



## WACL Board Meeting Minutes

APRIL 18, 2022

- I. Call to Order
- II. Approval of minutes from Previous Meeting – Motion to Approve: Michele Conti, Second: Alex Kocelko
- III. Treasurers Report & Approval of Financials – March 2022 met with Joe Pustover to review all of the accounts. He recommended they consolidate Federal Investments and joined with American Funds in April \$260,000 into investment account. Current financials as of 03.31.22 net income of \$104,321 (adjusted for fund raising). Current cash is approximately \$250,000. Motion to Approve: Pam Perry, Second: Zach Wassel
- IV. Director's Report - WACL met all requirements, annual report provided to municipalities and on the website. Last year, our programs and services saved the community approximately 3.9 million dollars.
  - Advertised for Outreach Book Bus – cannot find a worker. Program placed on hiatus from December 2021 with plan to pick up in September 2022. Received one applicant who was offered the job but due to travel, she did not accept. 15-20, 3 days/week at \$15/hour.
  - Audit by Mark Turnley – all ready, waiting for pick up.
  - VITA – 4 volunteers, processed over 1,000 tax returns. They do not accept donations but WACL received \$1,500 in donations as a thank you for offering these services.
  - Library App (county wide) is back up and running.
  - Princh – We have entered into a 2-year contract which will allow our patrons to print from their personal devices.
  - Historical Society – currently runs through the library. Precedent has been set that the Library funds their programs. Amy has begun working with them to establish themselves as an independent entity to include their own fundraising.
  - Citizens for Care – organization community outreach for clients with cognitive disabilities. They have secured a grant to use our raised beds outside as a community garden
  - Community programs – WACL is open to ideas.
  - Cohen Markets has been hosting hiring events out of the library. Amazon is interested too.
  - EI Network –
  - Funding: 2022/2023 numbers based on 2020 numbers. Talk to hold the numbers at 2019 numbers – Amy suggested we not do that, as some libraries have remained open and have had to take on the additional financial burden of servicing residents from other communities where their libraries have been closed.
  - Every 3 years we do a PC replacement - lease. Next upgrade is scheduled for July 2023 and is expected to come with a 30% increase. Directors have proposed we ask for an extension since there aren't accurate usage numbers post COVID.

Year End Mailing – goes out at Thanksgiving and runs through until the following spring. 2021-2022 End of Year raised \$12,660.

Links for Library netted \$9,200.

Dine to Donate at Celebrations was \$103, it will be taken off the cost of FFYL.

Spring Appeal hit April 15, 2022 – 514 homes. Goal is \$10,000.

FFYL- hoping to raise \$65,000. Last year we raised \$60,000. Melissa has held an Auction Committee Meeting. Dates have been added to the folder.

May 7 – Craft & Vendor Show. Please attend if you're able, it's a great way to support small business and WACL.

Friends of the Library – have 2<sup>nd</sup> newsletter. Partnered with LaFayette Square and the Food Pantry providing books.

Book Sale – April 28 Goal is to raise \$4,000. Price increased.

Fairfield Landscaping – provided quote for cutting. Very low. They didn't quote the hill. They'll send over a second quote.

V. Committee Updates -

A. Building & Grounds – Project list updated after meeting in March, sorted based on priority. Priority 1:

- Amy to call Tom Myers re rainwater. Goal is to get it done this year.
- Awning – came in \$200 less, first week of June to be installed.
- Parking Lot – Volunteer crew restriped it. Will be performed annually.
- Exterior Stucco – damage in far corner of the garage. Skip made numerous calls. Wyatt Inc. estimated maximum of \$10,940 – labor, lift, materials. Does not include the painting. That's an additional \$6,700. Skip & Bob decided to speak with the interior painting contractor (Jacey Painting). No other estimates as of yet. Skip will provide Michele with the companies he's called. Vote to approve stucco work: approved. No one opposed.
- Gardening & Landscape – Bob will contact Scout Troop 248 to determine a volunteer day.
- Exterior window by circulation desk is cracked – Skip will talk to Allegheny Door for a referral.
- Restrooms – Skip will speak with Grainy Electric for miscellaneous repairs.
- Restrooms and Main Entrance (ADA Grant) – Allegheny Door installation late April/early May (2 days). WACL will pay for it and then submit the receipts for the Grant. Not all covered because the price increased from last year.
- Full glass doors on conference rooms – Skip will get some pricing.
- Interior Painting – Jacey Painting to give us a quote.

B. Finance – N/A

C. Governance – Bylaws discussed at last meeting. Working on adjustments to be presented at next meeting. Re: Director Evaluation, the evaluation form chosen that was used last year (each member evaluates and then averages out the score) – staff evaluation forms too. Also had first strategic planning meeting. List of ideas are in Govenda. Next step – focus group. Used Crafton Library – survey on website for the community. Develop strategic plan from the results. Follow up meeting is not yet

scheduled. Pam recommends that we visit libraries to see what they do really well. Next thing to work on is board recruitment and board training.

D. Fundraising – N/A

- VI. Old Business – Board approved the updated Collection Development Policy and Reconsideration Policy via electronic vote on March 28, 2022.
- VII. New Business – Employee Handbook Changes – worked with HR lawyer on it. She did not like the progressive disciplinary policy. No concerns except for why doesn't the handbook not specify why it doesn't explore a board member cannot be paid by WACL or an employee of WACL. Vote: Motion to Approve: Maryann Eisner, Pam Perry. Approved  
Document Retention Policy – Motion to Approve: Zac Wassel, Alex. Approved.  
Mail/Correspondences – Thank you from VITA and letter from NYPL re Becky.
- VIII. Adjournment at 7:50 pm. Zac, Pam.