

**Woodbury Public Library  
Board of Trustees Meeting  
February 25 2020  
Central Valley Branch**

**Trustees in Attendance:**

Dorothy Morris, president  
Patricia Conques  
Patricia Coogan  
Ellie Pastel  
Cathy Schmidt  
Gail Tummarello  
Also present:  
Sara Johnson, Library Director

**Trustees Absent:**

Angela Cooper

**The meeting was called to order at 7:07 p.m.**

**Acceptance of Minutes:**

Motion by C. Schmidt, seconded by G. Tummarello to accept the minutes of the 1/28 meeting. All voted in favor of said motion.

**Vouchers Approved for Payment:**

Motion by E. Pastel, seconded by C. Schmidt to approve 20 vouchers for payment. All voted in favor of said motion.

**Approval of Annual report:**

Motion by C. Schmidt, seconded by D. Morris to approve the annual report for NY state. All voted in favor of said motion.

**Budget Modifications:**

Motion by C. Schmidt, seconded by D. Morris to approve the transfer of \$100 from L7410.428 Children's Programs to L7410.429 Special programs in 2019 budget. All voted in favor of said motion.

Motion by D. Morris, seconded by G. Tummarello to approve the addition of \$10,000 to L74100.409 Building improvements for lighting installation in 2020 budget. All voted in favor of said motion.

**Items discussed not requiring motions included:**

- Finance committee will be meeting with a representative from RCLS to discuss facilitating necessary changes regarding establishment of separate funds.
- By laws committee needs to meet regarding necessary changes.
- Community outreach is good, but methods of reaching individual residents are being researched.
- Improvements have been made to the outsides of both branches.
- Non functioning radiators still need to be removed from CV lower level in order to fully utilize that space for programming.

**Adjournment:**

Motion by P. Coogan, seconded by C. Schmidt to adjourn meeting at 8:45 pm. All voted in favor of said motion.

**Next Meeting:**

The next meeting will be held Tuesday, March 24<sup>th</sup> at 7:00 pm at the Rushmore Branch.

Respectfully Submitted,

Patricia Coogan, Secretary

## **Director's Report**

### **February 2020**

From: Sara Johnson, Director  
To: Woodbury Public Library Board of Trustees

#### **Buildings**

- Carpets have been steam cleaned at both branches
- The front of CVL has been cleaned of leaves and other debris
- Shelving units were built in the CVL storage room

The Town reinstated the submitting of Work Orders for building and grounds maintenance and repairs. Four were submitted thus far for library buildings:

1. Fix heating zones at HML that results in the front of the library being too warm and the back of the library cold – approved to move ahead with project
2. Add lighting in the front parking lot and all around the building at HML – approved to move ahead with project
3. Replace front door at CVL with glass door with push bar that can be wired (or is already wired) for handicap access button inside and outside the building – request postponed
4. Replace single step from basement back door with sloping ramp for handicap access – request postponed

#### **Personnel**

- Currently canvassing the Librarian II Children's Services List
- Currently canvassing the Library Clerk List

#### **Financial**

Our 2019 Budget ended up being under by \$106,172. Of that amount over **\$70,000** is from Personnel lines. We were without one of two full-time staff from September to December, almost a third of the year. Some other lines in which we were short, such as Equipment, have to do with projects that it was anticipated that staff person would complete.

We saved approximately \$5000 on utilities and fixed costs, such as telephone, heat, electricity, and legal. We also saved money in small ways such as from switching our online registration calendar from a paid subscription to a free calendar and getting some equipment, such as a desk, for free from other libraries.

#### **Marketing**

Children's and Adult programs submitted to Route 94/Strauss Photo News to be posted on their calendar.

Burbio: 34 Events; 907 Impressions

Facebook: 252 Likes; 275 Follows

#### **NYS Annual Report**

Submitted to RCLS, for review and approval.

## Program Statistics

January 2020

### Children's/YA Programs

Program	Date	Attendance
Babysitting 101	1/4	
Winter Bilingual Storytime	1/7	2 children/1 adult
Police Appreciation Day	1/9	
Drop In Storytime	1/17	1 child/1 adult
Winter Bilingual Storytime	1/21	
Circletime	1/21	8 children/2 adults
Preschool Stories	1/23	9 children/2 adults
Mommy & Me	1/23	1 child/1 adult
Drop In Storytime	1/24	1 child/ 2 adults
Circletime	1/28	8 children/2 adults
Family Night: Escape the Library	1/29	
Preschool Stories	1/30	8 children/2 adults
Mommy & Me	1/30	3 children/2 adults
Total	13	

### Adult Programs

Program	Date	Attendance
Artist of the Month	1/4	30
Book Discussion Club: Thirteen Moons	1/9	4
Financial Wellness	1/12	5
"Signs of Spring" Craft Program	1/23	13
"Gallavantin' Gluten Free" Cooking Program	1/30	9
Total	5	61

## Circulation Statistics

### January 2020 Physical Collection

	HML 2019	HML 2020	CVL 2019	CVL 2020	Total 2019	Total 2020	% change
ILL Loans	839	764	483	375	1322	1139	(14%)
ILL Borrows	798	631	354	340	1152	971	(16%)
Adult	933	826	273	246	1206	1072	(12%)
YA	189	194	48	46	237	240	1%
Children	448	403	396	422	844	825	(3%)
Audiobooks	103	100	53	7	156	107	(32%)
DVDs	573	416	179	109	752	525	(31%)

### Digital Collection

	Books	Audiobooks	Movies/TV	Music	Classes
<b>Overdrive/Libby</b>	301	230			
<b>Hoopla</b>	12	14	12	2	
<b>Kanopy</b>			6		0
<b>Universal Class</b>					185

### Meetings/Workshops

- 1/8 Director's Association Meeting: Sara, RCLS
- 1/8 Town Website Training Webinar: Sara
- 1/10 4<sup>th</sup> Annual Book Buzz, Spanish Language Publishing: Edeli, Penguin Random House
- 1/14 Annual Accounting Meeting: Sara, Town Hall
- 1/15 CTUG Meeting: Debbie, RCLS
- 1/17 State Annual Report Workshop: Sara, RCLS
- 1/24 Staff Meeting and Training: All Staff, HML/Police Station
- 2/19 OLA Executive Committee Meeting: Sara, CVL
- 2/21 RCLS Performer's Showcase: Linda, RCLS
- 2/24 CLOUSC: Edeli, Walden Library
- 3/9 Summer Reading Planning Workshop: Barbara, Edeli, RCLS
- 3/11 Director's Association Meeting: Sara, RCLS
- 3/16 Teen Summer Reading Workshop: Linda, RCLS
- 3/25 Book Repair Workshop: Debbie, RCLS
- 3/26 Coalition for Librarians of Color: Edeli, RCLS



# WOODBURY PUBLIC LIBRARY

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## LIBRARY BOARD OF TRUSTEES MEETING

### AGENDA

February 25<sup>th</sup>, 2020 at 7:00 P.M.

- I. Call to Order
- II. Acceptance of the January 28<sup>th</sup>, 2020 Regular Meeting Minutes
- III. Approval of February 2020 Vouchers
- IV. Trustee Committee Reports
  - a. Personnel and Finance Committee
  - b. By-Laws Committee – schedule meeting
  - c. Facilities Committee
  - d. Nominating Committee – no report
  - e. Plan of Service Committee – schedule meeting
- V. President's Report
- VI. Director's Report
- VII. Old Business
- VIII. New Business
  - a. Approve 2019 NYS Annual Report
  - b. Approve the following budget modifications:
    - a. \$100 from L7410.428 Children's Programs to L7410.429 Special Programs in the 2019 budget
    - b. \$10,000 added to L74100.409 Building Improvements for lighting installation in 2020 budget
- IX. Adjournment

Next Regular Meeting – Tuesday, March 24<sup>th</sup>, 2020 at 7:00 p.m. at the Rushmore Branch

