

## WELLER PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes August 8, 2023 6:00 pm

**CALL TO ORDER:** By Vice Chair Jim Leid At 6 pm

**TRUSTEES:** Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24, Marie Gagnon 8-25, Rebecca S Wilson 8-26 \*Ending Term date after name

Librarian-Twila Tate

Absent: Excused Absence - Jillian Henze

**GUESTS:** Sarah Roberts

Minutes: E-mailed on 7/11/2023

Moved to accept by Sherri Erikson 2nd by, Marie Gagnon **APPROVED**/REVISED

### **OLD BUSINESS:**

- Election of Chairman of the Trustees and update on recruitment of new Trustee.  
**ACTION** Sherri Erikson made a motion for Marie Gagnon to act as Temporary Chair until elections in January. It was seconded by Jim Leid and the motion carried. Recruitment of a new Trustee was tabled for this meeting.
- **Pay increase for staff Update and Staffing Discussion: Update**  
The pay increases for staff were effective in July. Randy at city hall has the performance review sheets that we will need for evaluation of the staff.
- **Inventory and Building Replacement Costs: Update** - The premium will be \$8,450. Twila will talk to the council about the increase with justification.
- **Report on upstairs windows and door - Update** - Marie informed us the down payment was put in and they are ordered but will not be received for about 4 months.
- **Budget Review: Action** - The Budget was reviewed and it was suggested to give the Projects list along with the requested budget to the City Council. Twila revised the budget and presented it to the Trustees. It was suggested that we should increase the Capital Outlay to 25,000 so that new plumbing and some electrical and lighting can be put upstairs allowing for cleaning and renovation. Twila suggested we speak with the Friends to see if they would like to help with some of the upstairs projects. Twila is continuing to pursue grants to improve the upstairs where the community can meet.
- **Projects: Start thinking about how you want the library to look and projects that need to be done in the next 5 years (strategic plan)**
- Elsom Roofing did not come. It took Marie and Louie 45 minutes to put the ladder up. Louie looked and thought the seam had resealed itself. We need to find out when the warranty expires and make sure the work is done under warranty and question the Elsom Roofing company about this problem.
- Projects currently in progress and items that need to make the library a welcoming safe historically esthetic environment.

1. New windows - ordered from Jim's glass - should be here in about 4 months - there is concern about weather and ice when they put the new windows in.
  2. New electrical- \$56,000 for a 400 amp service with new lights and other fixtures-Twila has written two grants and we should know in two months if these will be approved. They are for Columbia REA and Wildhorse. It was suggested that we approach the Friends to help with this project and also or ask them to help with the new plumbing.
  3. HVAC units-\$28,000-36,000 -compressor and install heads
  4. New plumbing- \$2,700-\$3,000
  5. Update bathrooms/kitchen area
  6. Repair/replace damaged ceiling and walls, to include installing new sheetrock, taping
  7. Paint walls
  8. Refinish hardwood floors-\$17,000
- **A grant has been received to paint the first floor-Update** - Marie will follow up
  - **Library Staff Policy updating WPL Circulation Policy: Update** Hard copies are posted in the library and Sarah will be adding it to the website tomorrow.

- **NEW BUSINESS**

- **Mission, Value and Vision - UPDATE OF MISSION STATEMENT?** It was requested that a small committee work outside of the meeting to formulate wording for the new mission statement. Rebecca will follow through on this.

From the web site: The Weller Public Library is a dynamic civic resource that supports an informed community, lifelong learning, and the love of reading by providing all area residents access to the universe of ideas and information.

The New York Public Library: The mission of the New York Public Library is to inspire lifelong learning, advance knowledge and strengthen our communities.

We will start to work on the mission statement at the next meeting.

- **Staffing - Twila - Action** -Twaila Tate submitted her letter of resignation effective August 14, 2023. Sherri Erickson motioned to accept her letter and Jim Leid seconded the motion carried.
- The Trustees then proceeded into Executive Session at 7:00 - returning at 7:05.
- Following the executive session Marie Gagnon asked Sarah Roberts if she would be willing to move from her position of Library Support Staff to the position of Library Supervisor for 15 hours a week at \$22/hour starting August 14, 2023. Sarah Roberts agreed and the following set up for Library Support will be as follows:
  - One Library Supervisor 15 hours a week at \$22./hour,
  - One Library Support Staff 10 hours a week at \$20/hour
  - One Library Support Staff to help with coverage when needed approximately 5 hours a week at \$20/hour - position to be filled

Sherri Erickson will advertise for an additional part time Library Support Staff person.

- **Librarian Report:**
- **Next Meeting:** Tuesday, September 12, 2023 at 6:00 pm
- Adjournment: 7:15 pm Submitted by: Rebecca S. Wilson