

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES Minutes

July 11, 2023 6:00 pm

CALL TO ORDER: By: Michael Hubbard At: 6:00 pm

TRUSTEES: Michael Hubbard–Chair 8-23, 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: Jim Leid

GUESTS: No Guests

Minutes: E-mailed on 7/10/2023

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

OLD BUSINESS:

- **Pay increase for staff Update: Update**
Twila followed up with Randy and he confirmed he would make the adjustment. Mike has a letter to Randy and Twila will take the letter and signed minutes to Randy.
Performance reviews will be completed in August.
- **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 reported that Jim's glass is slow and the invoice for the black frames will be \$9,461.70. She will be checking with Randy to make sure that he writes the check and gets it to Jim's glass for the down payment. Once Jim's glass gets the down payment the windows will be ordered. The door is 84" and is not included in the Windows for the upstairs. Further investigation of how to replace the door will be made.
- **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)**
Projects currently in progress and developing a plan of items that need to make the library a welcoming safe historically esthetic environment, prioritized order rearranged:
Elsom Roofing will be coming tomorrow to repair the seam that was not completed when the roofing was done. The work is under warranty.
 1. New windows - to be ordered this week see above Jim's glass
 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 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 informed us that Andrew Knee will be working on painting the walls and will give us a quote. Twila would like to have this completed before Thanksgiving week. Marie said she would be working with him to work around the library schedule.
 - **Library Staff Policy updating WPL Circulation Policy:** The board requested posting in the library, online and putting on the website. - **Update** Hard copies are posted in the library and Sarah will be adding it to the website.
 - **NEW BUSINESS**
 - **Michael Hubbard** presented his letter of non renewal of his term as Trustee. The other trustees tried to persuade him to reconsider and ended up thanking him for his service. Rebecca will take the letter to Randy to give to the City Council. Sherri will put an advertisement into the paper to recruit a new Trustee and Twila will put a thank you in the paper for his service.
 - **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 will revise the budget and present it to the Trustees at the next meeting to be voted on and then given to the City Council at their August meeting.
 - **Mission, Value and Vision - UPDATE OF MISSION STATEMENT?** 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 next meeting.
 - **Librarian Report: Email Attachment**

Next Meeting: Tuesday, August 8, 2023 at 6:00 pm

Adjournment: 6:50pm

Submitted by: Rebecca S. Wilson