**Tappan Spaulding Library Board Meeting Minutes: 3/13/22**

**Call to order:** 7:30 PM

**Present:** Patti Schaffer, Erin Chapman, Bonnie Mider, Lisa Proctor, Barbara Kamrowski

**Village Representative:** None

**Guests:** None

**Director Report:** See attached Director's report.

**Village Representative Comments:** None

**President Report:**

**Treasurer Report:** None

**Approved Bills:**

Amazon: 489.54

Village Service Bill: 103.38

Polaris: 2850.00

FLLS website: 37.97

Hollenbeck’s: 12.45

NYSEG: 118.37

Spectrum: 63.42

Petty Cash: 71.75

**Board Decisions:**

Change of library hours approved.

We'll keep the wi-fi off when the library is closed to curb vandalism.

Disaster Plan Approved.

We'll revisit increased hours after the school board budget vote.

Vacation time is usually covered by the assistant and the board volunteers.

**Director’s Report March 2022**

**Bills**:

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Village Service Bill: 103.38

Polaris: 2850.00

FLLS website: 37.97

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**Vandalism:** We’ve been experiencing some minor vandalism again. There was some words written in sharpie on the brick out by the steps last month - I cleaned it off. Wednesday, the cigarette butt disposal that belongs by the post office was dumped on our front steps. I’ve emailed the other Finger Lakes directors to see what they use as far as security cameras. I know I’ve looked before, but there are so many, it got a little overwhelming. The village knows about this. For now, we’re keeping the Wi-Fi off when we’re closed to deter people from hanging out here.

**Board members:** I’m not sure if Pam has sent an email to the board yet, but she said that both Bonnie and Lisa’s terms have expired and they cannot act in an official capacity until the village has the minutes and resolutions stating that they were approved by the board so the trustees can do the oath.

**Increased Programming**: Some of the teachers from the elementary school visited a couple of weeks ago. I gave them a tour of our library and talked about what we offer. There are a bunch that are interested in setting up field trips for their classes. More classes visiting means that I’ll be spending more time on programming. I think for now, I’ll still have enough hours to hold these library visits, however, it does lead me to the question of hours and possible increase if needed in the future. (Questions below)

**Changing Library Hours**

I’ve been thinking about changing the library’s hours for a while now. We have maybe 1 patron come in on Wednesdays between 5-8pm. Same for Thursday afternoons. I’ve talked this over with Sue and have come up with tentative new hours. They would be:

**Monday and Wednesday 1-6pm**

**Tuesday, Thursday, Saturday 9am-2pm**

This gives us a few later options so people can stop in after work and a little bit longer on Saturday. Since the new times are chunked into 5 hour blocks, are you ok with having Sue work 10 hrs/week? She’s currently working 8-9hrs/week. I reviewed the budget and we have the assistant budgeted for $8,450 for the year. If Sue worked 10 hrs/week that would put her total at $6,864 for the year, so we’ve got room in the budget.

I was hanging on to that 3-8 time slot on Wednesdays for LEGO night. Since that’s only once a month, when we start it back up again, I was thinking we could have a volunteer - either at the Noble Room or in the library during the transition time when the kiddos bring their creations to the library. OR I could try to do an after-school time slot for LEGO club. I can talk to the regulars who attended previously and see what they think. Thoughts?

**Director questions for the board:**

**Possibility of increased hours?**  I’m not saying this needs to happen right away, I’m sure I can still squeeze everything into my allotted 25 hrs/week. I would really like to bring LEGO club back - it was so popular and people are STILL asking about it. That’s only a few hrs a month, so with some creative scheduling, I could probably still make all the programming fit into my hours. My question is what happens if/when I get to the point where programming would put me over my hours? I’d hate to say no to the community! It’s a goal of mine to have the library be as present in the community as possible. I’m just curious what your thoughts are and what the possible options would be? Would I get paid for the few extra hours I put in if I go over? Would we increase hours for Sue on the weeks when I would be over 25 hrs? Would we have a volunteer step in for some of the time?

**Vacation time?** I just have a question about the rules about vacation? I usually just schedule short trips and make sure to arrange the hours so that Sue can work. I haven’t run into this issue yet since I’ve been staying home due to Covid! Would Sue pick up the hours? Would we close the library? I’ve looked through our policies and didn’t find any information on this situation.