

Dexter Library - Board of Trustees Zoom meeting of 02/08/2021 called to order 7:05 pm by Becky.

In attendance: Sabrina, Becky, Jennifer, Jean, Marcia and Linda.

Excused: Cathy, Amy and Liz

Treasurer's report was given by Becky, bills are paid and up-to-date. The library's Proposed Budget for 2021 was emailed to us and reviewed.

New business: Suggested renovations to library in 2021:

Updated porch lighting, replace worn carpet and obtain a new circulation desk that has a protective shield.

Director's report

2020 Annual Report review. A .pdf file of the completed report was sent to all trustees for review.

HIGHLIGHTS from the 2020 Report

Catalogued Materials: Overall physical holdings number did not increase by much in 2020. Early in the year several hundred items that were out-of-date, worn out, or had not circulated in the last 5 years in the adult fiction and non-fiction sections were weeded out of the collection. 273 new items were added to our physical holdings. Largest increase was to the Electronic Materials accessed by patrons via Libby/Overdrive. Due to increase in demand precipitated by the pandemic several libraries including DEX provided additional dollars to NCLS for purchase of more ebooks.

Library Use: Library visits at 938 for the year, down from approximately 3,000 in 2019. We were completely closed from 3/23-6/1/20 so there were no visits to the library. After 6/1/20 we offered limited services and access to the building until December when we closed to the public again. The library visit total includes all in-person traffic and curbside pickups for the year.

Written Policies: *Open Meeting Policy:* although we follow protocols for open meetings in NYS we do not have an actual Open Meeting policy. *Policy for Protecting Confidentiality of Library Records* – we do not have a single policy for this. Included in our Circulation Policy is a statement of confidentiality of information and we also have an Email Privacy Policy. *Disaster Plan* – we have a file and an action list however this is outdated and action should be taken to update and revise it.

Library Sponsored Programs: Young Adult sessions = 10 Page Turner Virtual, summer and 1 READsquared summer. Children's Sessions = 40 Page Turner Virtual summer, 1 summer READsquared, 2 In-person January and February, 2 in-person fall, 9 Take & Make, 4 Storytime in December (video). Total of 78 program sessions for the year.

Program attendance: Adult = 40, YA = 327, Children = 872 for a total of 1,239 participants.

Summer attendance: Children total 655, YA total 327.

Early Literacy: 4 programs (December story times) total attend = 8.

Circulation: All things considered with the pandemic – we had a solid 2 and ½ months with no items circulating due to closure. We did well.

Public computer use was down. Again this is no surprise due to limitations imposed by pandemic issues. Wireless use about the same as previous year, slightly higher.

Annual Visits to the Library Website: more than doubled in 2020 (22,137) from 2019 (10,333). We utilized the website for updates and information in the initial months of the pandemic and have maintained a solid presence on Facebook and Instagram throughout the year to get the public to check us out online.
The Annual report needs to be approved by the board so it can be submitted.

LONG RANGE PLAN

2017 the last plan was written and was intended to move us through to 2020. It stated:
Overall goal: Expand the library into the community and bring the community into the library.

Library-Branding – Logo

This was accomplished with the debut of our DEX logo and individual program logos.

Increase adult program participation

Use local fliers Village Bulletin is the only community-wide “flyer” we submit information to; we found that program flyers at the Post Office or Market were not effective and were often taken down too soon or covered by other flyers.

Use social media The library has a facebook and Instagram page which are utilized regularly.

Library appearance

Improve the area around the fence facing the new laundromat We purchased picnic table and umbrellas to create seating area for community members in the summer months.

Bike Rack This was purchased and installed.

Flowers Seasonal

Trustee Involvement

Trustees commit to one program (library program) We have had trustees organize programs for the library to sponsor i.e., Wilson Stevenson.

Training (participate in NCLS workshops/attend) Trustee participation has increased.
We should begin by determining our vision for the library and determine our planning process, when the plan will be put in place – timeline, and who is the primary contact for issues regarding the plan (I expect that would be me as library director). From there we should determine our goals (3 to 5) for the next 5 years.

JANUARY 2021 HOW ARE WE DOING?

Curbside pickups (library visits) totaled 82.

Take & Make activities – 47 kits were distributed to community members.

Phone and Facebook contacts – 92 and 19 respectively.

We are offering printing services by donation. Patrons can send documents to print via email to us at dexlib@ncls.org or if within range of the library’s wireless printer, print directly from their device. We either bring out or place printed items outside for curbside pickup.
Physical item circulation was 213. Emedia checkouts – Ebooks 27, eAudio books 18
Wireless usage was 315.

Erate FY2021 – form 470 was certified and submitted. This form begins the process for our rebate for internet services from July 1, 2021 through June 30, 2022.

Upcoming Events

10-Minute Origami debuts this Wednesday, Feb 10 at 1pm (video)

Knit & Purl Textured Heart via ZOOM Wednesday, Feb 10 at 2pm

Virtual winter programming with Page Turner Adventures tbd (video)

We will be offering a virtual summer program for 6 weeks with Page Turner Adventures for summer 2021.

I attended NCLS sessions on Building a Contact List and the New Fees for Member Library meeting in January.

NCLS is introducing a new fee structure for Member Libraries in 2022. According to our annual report we paid NCLS \$1,940 in 2020 for maintaining the catalog and overdrive collection. This number was \$1,625 in 2019. These fees cover just the cost of updates and direct purchases of ebooks. To maintain non-mandated services like the catalog (NCLS receives state funds for mandated services) all member libraries will be assessed a member fee based upon 4 metrics: Total holdings, total circulation, chartered population and annual budget. It is estimated that in 2021 DEX will pay \$1,093 and this will jump to \$2,022 in 2022 based upon these metrics.

Meeting adjourned 7:39 pm

Respectfully submitted, Jean Butler

As my wi-fi was in and out, I hope I've included highlights of the meeting. Director's Report has more details.