

NAPLES LIBRARY BOARD MEETING

March 17, 2021

Present: Aaron Mumby, Janis Pridmore, Deidre Dutcher, Judy Schewe, Lisa Jensen, Kim Torpey

Not Present: Chris Abraham, Gerald Bay, Linda Strauss-Jones

Public Comments:

New Business:

Motion #157 - Aaron motioned to approve amendment to Personal Policy. Lisa seconded. Motion carried.

Motion #158 - Lisa motioned to accept the consent agenda. Deirdre seconded. Motion carried.

Motion #159 - Aaron motioned to approve payment of bills. Lisa seconded. Motion carried.

Building and Maintenance: Capitol project. Judy met with two design firms (HBP and MRB). HBP shared a proposal. Awaiting proposal from MRB. Also reaching out to a local architect for a proposal. Roof leaked. Ongoing problem near the air conditioning unit. Staff vacated shelves under leak. Proctor came – hopefully took care of the problem.

Committee Reports:

Building Maintenance - Focus on capitol project. Judy met with two design firms (HBT and MRB). HBT shared a proposal. Awaiting proposal from MRB. Also reaching out to a local architect for a proposal. Roof leaked. Proctor looked at the area and repaired it.

Policy - Committee reviewed list of suggested policies in Trustee Handbook. All external policies need to be on our website. Judy will get the Volunteer Policy from the Friends group to add to our policy list. Judy will work on a Workplace Safety/Violence prevention policy. Lisa will work on updating our by-laws to include trustee removal. We will add our library logo to the top of all policies.

Finance - Did not meet. Budget was sent to the School Board in preparation for the budget vote in May. FLACE account is doing well.

Planning - Did not meet.

Personnel - Tabled until Linda can attend Board Meeting.

Friends - Group will meet in April.

Judy talked about a program on March 24th by David Wickam who discovered hundreds of photographs from the time of Susan B. Anthony. Zoom program from David's attic with David talking about his finds. Hosted by Macedon Library Zoom (they can accommodate 300 people, and presented by Naples Library.

Next Meeting: April 14th

Director's Report
Submitted by Judy Schewe
Naples Library Board Meeting
March 17, 2020

February Statistics:

- New Materials Added –31 Adult titles, 23 YA titles, 67 Juvenile titles, 18 Media -Total= 139
- Circulation by patron - 1791 items (Adult- 1405, Teen- 31, Child-263, Admin -28, Homebound -7, School -48) up 154 from Jan.
- Weeded Materials –57 (items that have not circulated in over 5 years, mostly J NF)
- New Users - 13 (10 adults, 1 YA, 2 Child)
- Overdrive- eBooks 219, eAudio 155, TOTAL-374
- Wi-Fi Users: 114 sessions
- Social Media & Website Statistics: FACEBOOK Likes –1,275 Followers –1,450, Reach-11,832 Video Views - 3,477
- Library Visits - 181
- Reference questions - 363
- WEBSITE -Total Views –692, Visitors –265

February Programs

- Children Story Time – 4 Virtual Programs, 3,477 views
- Adult –3 Zoom Book Clubs, 4 Sherpa Job Search Workshops, 2 NY State Library Virtual Speaker Programs, 1 PBS Books Facebook Live Programs - 45 participants
- Total – 14 programs, 3,522 views/ participants

No on-site scheduled programs are taking place at Naples Library at this time due to Covid-19.

Virtual programs included Story Times, Book Clubs, NY State Public Library Speaker Series, Free workshops through the Macedon Library - Job Sherpa Sessions for Job Searches in the Virtual World, PBS Books Facebook Live Events.

Youth Services

Ally Makepeace continues to provide Virtual Story Times for the community via Facebook Live videos for the month of February. Naples Library hosted three Story times in February that follow a theme each week. Parents and children are invited to watch and listen to stories, sing songs, do movements, and learn at-home activities.

Story Time themes this month included: New Picture Books Review, Valentine's Day, Foxes and Animals at Night.



ANIMALS AT NIGHT

VALENTINE'S DAY

FOXES

Ally makes all her own original felt characters and objects for the library programs. She also does original drawing on the dry erase board, does interactive activities, and takes time to explain concepts to children, explains the meaning of words that may be new to the child, and considers repeated readings of the same book so the child has several opportunities to learn new concepts and words.

All youth virtual literacy and STEM programming provided at this time is helping to fulfill Strategic Plan Section 3, Part 3 to Address Underserved Populations in the Community: School-Aged and Teens in Naples.

Adult Services

Naples Library Eco Book Club with Cumming Nature Center met in February and discussed *Winter World: The Ingenuity of Animal Survival* by Bernd Heinrich. Spring Eco-Book Clubs will be on the Zoom platform due to Covid-19. Judy hosted the "Choose Your Own Adventure" Book Club on Zoom. Telephone and in-person reference and patron pick-up service continues. Patrons are coming into the library to use computers, browse and do archival research. The History Book Club met in February in collaboration with the Naples Historical Society, the theme was Black History Month.

Staff

In January and part of February Kendyl attended a series of virtual classes presented by NYLA covering specific areas of libraries and how libraries function. There was an overall introduction to libraries that gave a brief overview of the history of libraries, the first libraries, how the Dewey decimal system started and other fun facts. Sessions covered reference librarians, how to do a reference interview and the best practices when trying to answer patron questions, such as using their same vernacular and making sure the patron feels understood. Other sessions were about public services, which covered general customer service but also about how to express empathy when working with patrons. There was an in-depth look at the layout of libraries and how specific set ups and practices best served specific libraries in Utica (pre and post COVID). The final two sessions were about technical services, which talked briefly about technology including MARC records, collection development, acquisitions and the

cataloging of physical materials. On February 16 Judy attended a NYLA virtual Advocacy Webinar *Crunching the Numbers: Understanding the Budget from State to the Local Level*. Judy also attended Library Journal's virtual webinar *Spring 2021 Graphic Novels*.

Building

There was a small leak in the roof over the YA section. Four books were damaged and had to be discarded. Proctor Roofing came and looked at the roof and made necessary repairs.

Finance

Judy spoke with Pam Claes from Naples Central School District to inform her of an increased tax levy from \$190,000 to 210,000. Minutes were sent for the School Board meeting in March.

PLS

Judy attended the PLSDAC (PLS Directors Advisory Council) meeting on February 5. The Directors' Advisory Council's Bylaws were discussed. Judy and Kendyl attended *Creating Social Media Graphics on Canva*, a PLS virtual introductory workshop that reviewed design basics and demonstrated some formatting tools available in Canva. Learn how to create graphics for Facebook, Twitter, Instagram, websites, and e-newsletters to help market your programs, collections, community partnerships, and more. Judy attended OWWLUG (OWWL Users Group) meeting February 26. The meeting covered Searching OWWL Docs, deciphering returned SMS messages, tickets, password and confidentiality best practices, and an overview of other Evergreen 3.6 features (like new circulation features and new features for patrons in the OPAC).