

Robert A. Fahr Watervliet Public Library (RAFWPL)
Board of Trustees (BOT) Meeting Minutes – February 17, 2021

Attendees: Dave Wheatley, Tracy Wheatley, Amanda Delap, Mike Delap, Pradip Ganesan, Debbie Scott and Kevin Moran.

Donation: The board received an anonymous donation of \$500 for the purchase of DVD security cases. Policies will be reviewed for where the DVDs are kept, and streamlining the process to get them to patrons when checking them out.

Banking/Finances: Credit cards are being obtained for the Director and a staff person for the purchase of supplies, books, and items needed for the day-to-day activities of the library. The board voted unanimously on set dollar amounts (\$3,000 for each card to include \$500 for the purchase of supplies, and \$1,500 for the purchase of books/DVDs/print materials) for these cards. Print items (books) to be purchased were sent to select board members for their review.

Curbside Pickup: The board voted unanimously to keep curbside pickup services in place, given other city-run buildings are still closed to the public. The hours of availability will increase from 20 to 24 hours a week, and will now be open Tuesdays 10 – 2:00.

Website: The director will be going through the library's website to update hours of operation, board members, and other pertinent information.

2021 Budget: The board unanimously voted in favor of the 2021 budget presented at the meeting.

Hotspots: Three new hotspots will be purchased to replace those that were borrowed and never returned (services were terminated on those hotspots). If hotspots are not returned, fines will be incurred, payable to the RAF Watervliet Public Library, and a hold will be placed on the patron's library card making them ineligible to loan items from libraries. The board voted unanimously to purchase the new hotspots, and to loan them only to patrons who are cardholders who reside in Watervliet.

Cleaning Service: A service will start cleaning the library twice a week beginning March 1, 2021 for \$330.00 per month.

Vaccinating Staff: The board is looking into getting staff at the library vaccinated.

Documents: The board is looking into where to store documents (i.e., insurance policies) safely both with a board member (the secretary), as well as online. The board will further look into what possibilities would be the most beneficial, and well as the safest option.

Next BOT Meeting: The next meeting will be held Wednesday, March 17, 2021.