

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

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

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. Paperwork is being processed to issue these cards. Once these cards are issued, accounts will be set up accordingly such as Amazon to make necessary purchases for the library.

Curbside Pickup: The board voted unanimously to keep curbside pickup services in place, given other city-run buildings are still closed to the public.

Website: The director is making necessary changes/adding information to the library's website.

2020/2021 Annual Report: This report is in draft presently, and will be sent to the board for their review in the near future.

Hotspots: The hotspots that have not been returned will be cancelled and replacements will be obtained. The new hotspots, once in service, will only be for RAFWPL patrons.

Cleaning Service: The service has started at once a week for the time being.

Passes for Patrons: The director is renewing various passes (museums, state parks, local interests) based on what sites are open due to COVID restrictions.

Director's Report: The director gave her report on the following topics: running a search on items that have not been circulated in 4 years, expanding the Mystery collection, standardizing the processing of new materials (with the board voting unanimously on this), meeting patrons and residents, the upcoming summer reading program, DVDs missing from the collection and familiarizing herself with the library and staff.

Documents: The director will be establishing a Google Drive for pertinent library items to be stored online, and available for board members to access.

Book drop: The director will be looking into a stand-alone drop to be located in the same vicinity as the one currently on the west side of the building.

Next meeting: The board will meet on Tuesday, April 13th at 5:45.