

East Williston Public Library
Board of Trustees Meeting
Minutes from Tuesday, March 18, 2025 at 7pm

Present at Meeting: Sabrina Scarantino, Lauren Shanon, Christina Rizzotti, Chris Xuereb, Jamie Cutinella, Erin Urkel, Ajla McDonald

1. Call to order and roll call. Meeting started at 7:06 pm.

2. Approval of minutes from 1/13/25 and 2/10/25 meetings. Sabrina motioned to approve, Lauren seconded, Chris third, motion approved unanimously.

3. Financial Report

- Review of YTD financials (attachment)
 - Ajla: We are tracking similarly to last year; on track to overspend current budget by 2-5,000 for the year
- Claim form signatures
- 25-26 Budget proposal review & update
 - Budget will be finalized before the end of the fiscal year (no exact timeline)
 - The proposed budget was prepared in advance and mailed out to the village before the library increase was added. Will check to make sure it is reflected on future budget documents.
 - Discussion on expense log discrepancy. Ajla will follow up with Scott.
 - The Library budget for next fiscal year will be ready to be voted upon at the May meeting
 - Equipment requests? Directors said they will hold off for now

4. Library Director's Report

- Staffing, operations and programs
 - Discussion on proposed budget for next year
 - Summer activities will be cut substantially.
 - No Wednesday evening events, as funding has decreased by \$12,500
 - Library will be closed on Fridays in the summer months
 - Recent events have been very well attended

5. Unfinished Business

- Motion to approve updated Bylaws and Policy Guide. Approved unanimously.
- Still remaining - Long-Term Plan
 - Will hold off and revise after survey results
- Book Drop Box Relocation
 - Mayor Parente agreed to moving the location
 - Sabrina will follow up with Village/DPW

6. New/Other Business

- Patron Survey 2025
 - Sabrina experienced some technical difficulties Survey Monkey because of the free version. Survey will be created using Google forms instead.

- Discussion on questions and how the information generated will be used to inform library planning and spending
- Annual Report for 2024 update
 - Christina will make revisions and the board will approve retroactively at the April 28th meeting
 - Discussion on how to get copies of the report and survey in the hands of as many patrons as possible
 - Christina mentioned sending the report to Sital to publish in the Williston Post
 - Generate a QR code for the Survey so that patrons can scan and complete in the library
- Long Term Plan - Revise after survey results are in
- Library survey is distributed every 3 years. Annual report is distributed annually. The village is no longer doing physical mailings, so it will be sent electronically

7. Communications/Correspondence

- Coordination with the Village
 - Library and Village want to work together to produce village-wide events
 - Memorial Day events - 5K, Kiddie Parade, Village parade
- Village budget workshop showed support for EWPL
- The Library is looking to start a “Friends of the Library” group, but a 501(c)(3) is required. Costs \$500.
 - Village received a charitable donation. Can it be put towards the fee?
 - Lauren will speak with the Chamber and Rotary about sponsoring museum passes
- Chris Xuereb checked standards: Annual report required to be publicly available online and printed copies available.
- Sabrina will ask about getting access to mass notifications for distribution of the Annual Report

8. Committee Reports

9. Period for Public Expression

10. Adjournment

- Meeting adjourned 8:14pm.

Next meeting:

April 28th, 2025

Upcoming meetings:

May 19th, 2025

June 16th, 2025