

## **DIRECTOR'S REPORT**

**March 17, 2021**

### *Ethics and Conflict-of-Interest Reporting*

Please find attached, Library policy on Ethics and Conflict-of- Interest. Please review and sign the certification form and return to Board President to be added to Board records. This is required to be reported each year.

### *Municipal Building Opening*

The Municipal Building will be unlocked beginning March 15, 2021. All services of the Town will remain by appointment only. Library will be open M-W-TH-F 9-5, for in-person pickup and checkout of materials, computer use, as well as printing, faxing and copying services. All sanitation, masking and social distancing measures will be in effect. Curbside pick-up will still be available as is feasible, changes to this service will be made as necessary.

### *Programs:*

Collaboration with Minerva Central School's *Third Room Program*. By request, programs will be two episodes of Virtual Story Time and Sing-along with Ms. Wendy. Program will be pre-recorded and presented virtually to pre-school and kindergarten students as part of their *Spirit Week* activities.

Summer Reading Program will be presented virtually in collaboration with the Horicon Public Library. Registration and logging of reading will be through READsquared. Same as last year.

### *Budget Adjustment Requests Authorization*

A copy of the requests is attached.

### *Library Board By-Laws*

Advice from SALS: To avoid confusion on the number of current voting positions on boards that specify a range of Trustee positions in their charter, it would be prudent to add wording to the by-laws that indicate the range specified in the charter along with the number of current positions. As long as the number remains within the range specified in the charter the Board is free to change by-laws as appropriate without being obligated to amend the charter.

Possible wording: "The Board shall consist of no less than 5 and no more than 11 members. Current number of members is 7."

### *Changes in Trustee Term dates:*

Oral discussion.

*Report continued on page 2.*

Statistics:

	Feb. 2021
Patrons in Library	28
Curbside Delivery	153
Computer users	6
Items checked out	482
ILL received	244
ILL sent	391
Items returned	332

	Feb. 2020
Patrons in Library	640 Avg daily attendance T-21,W-48 Th-23 F-48 S-10
Curbside Delivery	N/A
Computer users	55
Items checked out	880
ILL received	220
ILL sent	360

Respectfully submitted,  
Alma Alvarez, Director