

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
August 9, 2017 7PM**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 7:03 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden, Rose English, Anitrice Bennett, Betty Sue Miller

Appointment of a Recording Secretary: Made by Kevin Doherty
Barb Kyler

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made L Weller, seconded E Nesbitt. All in favor. Accepted

PUBLIC FORUM: No one spoke at this time

Correspondence Folder- Circulated- Karie Deegan letter of resignation

Motion to accept, with regret the resignation of Karie Deegan as an elected Trustee and Secretary, made by T Wilbert, seconded by L Weller. All in favor. Accepted

Motion made to nominate Gloria Nauden as Corporate Secretary, made by L Weller, seconded by R English. All in favor. Accepted

DIRECTOR'S REPORT: See attached

TRUSTEE COMMITTEE ASSIGNMENTS: See attached

REVIEW AND APPROVE MINUTES: Motion to adopt July 2017 minutes with corrections, made by L Weller, seconded by E. Nesbitt. All in favor. Approved.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve July 2017 treasurers report made by C Miller seconded by L. Weller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign a draft on the Steuben Trust Line of Credit in an amount not to exceed \$50,000 until the next Trustee meeting. Motion to accept made by C Miller, seconded by G. Nauden. All in favor. Accepted.

*Conversation about 2018 budget, particularly the bottom line as it relates to the 2% Tax Cap. Needs to be done by October.

BUILDINGS AND GROUNDS:

-During design process for new sign, King and King have been asked to design a complementary flag pole and base for the island opposite the front doors. Friends paid for sign design, The Library is looking into ideas for approaching organizations to help pay for the Flag pole.

-Blacktop repair/sealing: Motion made for Betty Sue to authorize a bid no higher than \$3,100, made by T Wilbert, seconded by L Weller. All in favor. Accepted

-Autumn Lawn Maintenance: Motion made to accept bid from Turf Pro for \$1,640.51, made by T Wilbert, seconded by E Nesbitt. All in favor. Accepted

-Carpets were cleaned by Burris Cleaning Service on Saturday, August 5th

PERSONNEL:

-Staff review for budgeting into 2018 needs to be gone over. Tasked Betty Sue and Barb to work on.

PLANNING: Nothing to submit at this time

BY-LAWS: Nothing new at this time

LOCAL HISTORY: Nothing new at this time

OLD BUSINESS:

-Website and Social media are still being revamped.

-Trustee training for new Board members is scheduled for Wednesday, September 13th at 6 pm.

-School District Relationship: Do open house this year with new Children's librarian. Suggestion made to use a PowerPoint presentation to provide information about library and services for adults and students. Betty Sue tasked to connect with Michael Bonnewell and Margy Brown.

NEW BUSINESS:

-Go Art Grants: Terry went to a workshop. Application deadline is Sept. 29th. Application is on line for grants ranging from \$500 to \$5,000. Library must match. Two grants available, Ripple Grant and Spark grant.

-End of Year Annual Campaign was discussed. Elissa will start a committee to work on.

FRIENDS OF THE LIBRARY: No meeting to report on.

PUBLIC FORUM: No one spoke at this time.

CONCERNS AROUND THE TABLE:

Gloria commented on the following:

- Notices of monthly Board Meetings need to be posted in a more visible location.

- Thank you letters should be sent to individuals who presented programs for the Summer Reading program. (Betty Sue said this task has already been assigned.)

- A letter should be sent to the Friends of the Library for their donation for the Imani Milele Children's Choir.

- Board members present at Library events should be acknowledged so the community knows who they are.

ADJOURNMENT: 9:29 pm Motion made by C. Miller, seconded E. Nesbitt. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	September 12, 2017 6 PM
New Board Members Training	September 13, 2017 6 PM
Regular Trustee Meeting	September 13, 2017 7 PM

Respectfully submitted,

Barbara Kyler
Recording Secretary

Gloria Nauden, Board of Trustees,
Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES**

July 12, 2017 6 PM

PLEASE NOTE THE EARLY START TIME TO ACCOMMODATE A PROGRAM

What will we do tonight that improves the effectiveness of our Library for this Community?

CALL TO ORDER: 6:10pm By President Kevin Doherty

Appointment of a Temporary Secretary? – Discussion was had, some suggestions were having a staff member take the notes, Betty Sue mentioned that she would like someone who is accustomed to taking meeting notes who will know what to write down. Elissa stated that it was difficult to take the notes, while being a productive board member, Linda was tasked to take notes for this meeting. No decision was made yet.

PRESENT: Kevin Doherty, Elissa Nesbitt, Linda Weller, Terry Wilbert, Gloria Nauden, Rose English, Betty Sue Miller

REVIEW and ADOPT AGENDA: Motion to adopt agenda made T Wilbert, seconded E Nesbitt. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one spoke at this time

DIRECTOR'S REPORT: See attached

Gloria would like an accounting of the summer reading program, Betty Sue said that this will be available at the end of the program

Correspondence Folder - circulating – none

REVIEW and APPROVE MINUTES: Motion to adopt June, 2017 minutes made by T. Wilbert, and seconded G. Nauden. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve June, 2017 made by G Nauden, seconded by E Nesbitt. All in favor. Accepted

It was noted by Kevin that this will be the last time that we will be drawing from the SB account, after this we will need to draw from the line of credit

Gloria wanted to know what the line item 6969 Friends of the Hoag Library Award – was for

Gloria also inquired what the “Other expenses line item 6003 – Grants Expense” in the amount of \$252.00 was for, Kevin said that he would inquire and get back to her

REPORTS AND REQUESTS FROM COMMITTEES:

– Postponed – Kevin will send out the Committee Structure

FINANCE:

-Authorize staff to draw, and designated Officers to sign a check

from the Morgan Stanley Smith Barney Operating Fund for the remainder of funds in that account. Motion to accept made by L. Weller, seconded T Wilbert. All in favor. Accepted

-Authorize staff to prepare and designated Officers to sign a

draft on the Steuben Trust Line of Credit in an amount, which when added to the Morgan Stanley close-out check, totals not more than \$50,000 until the next regular meeting of the Trustees. Motion to accept made by E Nesbitt, seconded T Wilbert. All in favor. Accepted

BUILDINGS AND GROUNDS:

An ad was placed in the Pennysaver for a cost of \$40 to look for quotes on repairing the parking lot. In 2018 a bid will be sent out for lawn services including (but not limited to) sod, aeration, over seeding, also in 2018 will be looking for getting bids on snow plowing. Bidding out for services is the best way to ensure that the library is getting a competitive and fair price.

PERSONNEL:

-Teresa Gaylard, Children's Librarian – Gloria has an issue with the process of hiring a staff member without the approval of the board. Betty Sue stated that it is in her job title that she has the ability to hire and or fire staff members. She also mentioned that this was an opportunity that presented itself that she thought would be in the best interest of the Library as this person has a Children's Librarian degree, and that she had a phone interview with her.

PLANNING:**LOCAL HISTORY:****FRIENDS OF THE LIBRARY:**

Gloria gave an update, said all was well, and that they are thinking of purchasing a fridge for the friend's room to sell drinks

-Sign Project – no new news

OLD BUSINESS:

-Summer Reading Program – going great, a lot of kids showing up and new cards distributed

Website and social media – still in progress

Trustee Training 6:56 pm – no dates set, will find a convenient time in the fall

School District Relationship – Elissa stated that Margy Brown had talked to her and the conversation went well. It was mentioned that maybe both boards meet on an informal basis. Also mentioned that the library will create a tight focus on plan and agenda.

NEW BUSINESS:

CONCERNS AROUND THE TABLE:

Gloria mentioned that the reason people do not attend the meetings is that they don't know about them, after some discussion, a few suggestions were made, put up signs at the door, or by the checkout to make people aware of the meeting time/date, make sure the meeting time is displayed on the website

PUBLIC FORUM: – no one in attendance

ADJOURNMENT 7:05 Motion made by G Nauden, seconded by E Nesbitt. All in favor. Accepted.

NEXT MEETINGS and EVENTS:

August 9 Trustees, 7pm

Respectfully submitted,

Linda Weller, Board of Trustees

Temporary Secretary

PROPOSED AGENDA
for a Regular Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
June 13, 2017 7 PM

What will we do tonight that improves the effectiveness of our Library for this Community?

CALL TO ORDER 7:07 pm

Appointment of a Temporary Secretary: E. Nesbitt

ATTENDANCE

Bennett, R. English, C. Miller, G. Nauden, E. Nesbitt, L. Weller, T. Wilbert, K. Doherty, BS Miller in attendance. Kerry Deegan excused.

REVIEW and ADOPT AGENDA

Motion: Linda Weller; 2nd G. Nauden

PUBLIC FORUM OPPORTUNITY

DIRECTOR'S REPORT

Correspondence Folder is circulating

- A note from NIOGA chairman, Tom Binderman thanking the Hoag Library board of trustees for attending and contributing a basket to the fundraising raffle at the annual conference.

REVIEW and ADOPT

-May 10, 2017 Meeting Minutes
Motion: Rose English; 2nd Carol Miller

REVIEW and ADOPT

-May 2017 Treasurer's Report
Motion: Terry Wilbert; Linda Weller

REPORTS and REQUESTS FROM COMMITTEES

FINANCE COMMITTEE

-Authorize staff to draw, and designated Officers to sign check(s)
from the Morgan Stanley Smith Barney Operating Fund for up to
\$ 50,000 until the next Trustee meeting

Motion: Linda Weller 2nd: Gloria Nauden

-Adopt a resolution for the benefit of Steuben Trust identifying the
following Officers as specifically authorized signators by title on the
new checking account, Line of Credit plus any and all additional
Hoag Library accounts opened pursuant to action(s) of the Trustees:

Motion

Carol Miller, Treasurer; Kevin Doherty, President; Terry Wilbert, Vice-President; AND

Designate Barb Kyler, Administrative Assistant and Betty Sue Miller, Director, as contact persons with access to any and all information, but not signature privileges, on the same current and future accounts; AND

Authorize the Remote Deposit Capture software to be installed on Barb Kyler's computer and one or more alternate computers or devices as recommended by our Info-Advantage engineer; AND

Authorize Barb Kyler to be the principal contact person and authorized supervising operator of the Remote Deposit Capture software
Motion: Terry Wilbert; 2nd Carol Miller

BUILDINGS and GROUNDS

-Pre-Strawberry Festival cleanup with sod; Library will resod in the grounds; on the corner of law and parking lot consider a ballard like the ones at Wegmans; concrete ballards with sleeves to delineate the two spaces. Suggestion from trustees included boulders but it was discussed Albion School's boulders had weeds around them. Betty Sue Miller checking on cost of ballards.

-Authorize replacement and upgrade of the modular control portion of the HVAC controls by Gerster Trane for better energy control, not to exceed \$ 8,000

Original CPU has failed. Can replace with original style proprietary for about \$6K. Gerster offered open access, newer operating system and warranty for \$7800 approximately. On temporary processor now, with limited options. Kevin signed the agreement to move forward with the better device.
Motion: L. Weller; 2nd T. Wilbert

Also discussed the parking lot and driveway. It has been three years since it was sealed. There has been patching, filling and some replacement along with painting. Director Betty Sue Miller to get an RFP out via ad. Betty Sue Miller will keep the board apprised of the progress of the project an RFP. Library will need to inform Ace Hardware.

Board also discussed long term plans to expand the children's library garden; erect a flag pole; plant bushes and more foliage around the benches. Discussed bollards or large rocks by parking areas.

PERSONNEL

PLANNING

LOCAL HISTORY

FRIENDS of the LIBRARY

No reports at this time.

OLD BUSINESS

- Introduce the new AED

- Summer Reading Program

- Strawberry Festival Float was a collaboration with Albion FFA and Multicultural Club; we learned much from the experience and thought it was a successful way to raise awareness for Summer Reading. For next year we'd like to promote Hoag library with a banner in front; on the display; use the Hoag library logo. All material has theme and logo and the board suggested that they walk with the float

- Albion School allowed Hoag Library to distribute information about Summer Reading along with LEGOS® to the elementary school students.

- Hoag Library has invitations from Albion Village Board and County Legislature to present about Summer Reading

- Website and social media

We continue to improve the Hoag website and the staff is posting summer reading pictures and successes on Facebook. Additionally, the staff is using Facebook as a way to promote summer reading programs.

- We are investigating Trustee Training.

NEW BUSINESS

- Review (again) of relationship with the Albion Schools

- Getting past the trouble spots

- Tutoring and patron safety concerns

- Distribution of Library materials at school and particularly Summer Reading Program Info subsequent to release of declining reading scores

- Both parties corporately and individually treating the other with professionalism and respect

- It was decided that in the future, Betty Sue Miller will meet with Albion Superintendent M. Bonnewell in August to provide an overview of Library programming and plans and the intersection with ACS. Additionally at that time, we'll work to establish a clear line of communication about the Summer Reading Program and how Albion Central School District can support and or get involved with the program.

- The Library should also establish relationships with the PTA and ATA

Questions or Concerns from the Correspondence Folder

PUBLIC FORUM OPPORTUNITY

Wayne Wadhams in attendance. Asked for background about the Check-out challenge. Betty Sue Miller, Director explained it was a pro bono activity by an ad agency in Buffalo. Goal was to improve attendance and increase activity at the libraries in NIOGA system.

CONCERNS AROUND THE TABLE

ADJOURNMENT

Motion: L. Weller; 2nd R. English

NEXT MEETINGS and EVENTS:

June 24 – August 4	Summer Reading Program
June 24	SRP Kickoff with Lions' Club Hot Dogs, 11 - 1
June 26	Imani Milele Children's Choir 6 PM
June 29 and beyond	Grigg Lewis Story Tellers
June 30 and beyond	Bring Your Own Chair movie
July 11	Friends (?)
July 12	Trustees, 6 PM

Respectfully submitted,

Elissa Nesbitt
Temporary Secretary

MEETING MINUTES
for a Regular Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
May 10, 2017 PM

What will we do tonight to improve the effectiveness of our Library for this Community?

CALL TO ORDER at 7:02 pm

Appointment of a Temporary Secretary: Elissa Nesbitt

ATTENDANCE:

A. Bennett, R. English, C. Miller, G. Nauden, E. Nesbitt, L. Weller, T Wilbert, K. Doherty in attendance; absent: B. Miller and K. Deegan.

REVIEW and ADOPT AGENDA

Motion to adopt May 10, 2017 agenda made by G. Nauden, seconded by A. Bennett, all in favor, accepted.

PUBLIC FORUM OPPORTUNITY

Mary Anne Braunbach

DIRECTOR'S REPORT: See Attached

School District Public Hearing Report from the last evening

Kevin reported that he and Betty Sue Miller attended the meeting on behalf of the Library. 1 student, board candidates, staff and 3 non-connected members of the public were in attendance. School budget ask increased over last year; Hoag is same as last year. Betty Sue spoke about major gifts, meeting rooms and programs, successes of school collaborations. Kevin talked about re-financing and impact of solar installation on demand portion of electric bills. Ed Neal asked about financing and Farm Credit.

Correspondence Folder No communication this month.

REVIEW and ADOPT MINUTES:

Motion made by L. Weller to adopt April 2017 Meeting Minutes, seconded by R. English, all in favor, Accepted. -

**Please note that despite two attempts, the March Trustee meeting never happened due to weather.

REVIEW and ADOPT TREASURERS REPORT: Motion to adopt April 2017 treasurers report made by C. Miller, seconded by E. Nesbitt, all in favor, Accepted.

-April 2017 Treasurer's Report

REPORTS and REQUESTS FROM COMMITTEES

BUILDINGS and GROUNDS: Lawn was mowed one time; Preston Lawn is placing turf to fill in brown spots.

NOMINATIONS and ELECTIONS

Report of 2017 Annual Meeting and Vote, May 1

A large number of people voted. We welcome Rose English, Gloria Nauden and Anitrice Bennett; Terry Wilbert was reelected.

PERSONNEL-committee did not meet

PLANNING-committee did not meet

LOCAL HISTORY-committee did not meet

FRIENDS of the LIBRARY Mary Ellen Braunbach, president of the Friends of Hoag Library spoke to the board of Trustees about the sign project. The Friends are organizing a fundraiser to place an electronic sign in front of the Hoag Library. Other libraries in our region have an electric sign to publicize events and goings on at their library. The total cost of the sign is estimated at \$55,000. An electric sign, according to The Friends, is viewed as a best practice. There is a three-year plan for the sign. A rendering and design is complete. The Friends will meet with Kevin Doherty, president of the board of Trustees at Hoag and Betty Sue Miller, director of Hoag, to discuss next steps including approaching the Village of Albion, obtaining a permit. Linda Weller asked for more detail about the sign-size, technology used. Carol Miller voiced concern about fundraising before we receive approval. The Friends insisted fundraising and planning take place simultaneously. In addition, Betty Sue Miller will apply for a construction grant from NIOGA and any award will be placed against the cost of the sign.

OLD BUSINESS

The Summer Reading Program plan is well underway. Many community members are participating in the six-week program where Hoag will host daily special events, crafts, reading and story time and other activities.

Website and social media-some changes to the site were made and more are underway.

Trustee Training, especially new Trustee orientation-New trustees will tour Hoag with Betty Sue Miller on the afternoon of May 16. G. Nauden expressed an interest in meeting with library staff and K Doherty to do a deep dive in to operations and processes.

NEW BUSINESS

Donor offer for Automated External Defibrillator

Discussion ensued about liability. Motion made to accept donation L. Weller Seconded T. Wilbert All in favor, Accepted

The board had a conversation about Narcan training. Opinions varied. Some felt that only paramedics should deliver Narcan. Others made the point that Narcan will not harm anyone nor make any medical situation worse. There will be more discussion about it. Motion made by C. Miller seconded by E. Nesbitt, all in favor, Accepted.

PUBLIC FORUM OPPORTUNITY

CONCERNS AROUND THE TABLE

-Rose English shared her concern about diversity within the library staff. Constituents (PATRONS!) approached Rose to ask why the library staff was not diverse and did represent the population of Albion. The board agreed that there should be more diversity and when there is an opportunity to hire, we will make an effort to do so.

-Gloria Nauden mentioned that people should volunteer and if interested to apply when positions are available.

-Carol Miller is working with Barb Kyler to continue to consolidate bank accounts. Motion made to deposit daily receipts in the credit card account and to close the payroll and employee benefit account as well as capital campaign account made by T. Wilbert second, seconded by E. Nesbitt All in Favor, Accepted.

ADJOURNMENT

8:35PM Motion to adjourn made by L. Weller, seconded by G. Nauden, All in Favor Accepted.

NEXT MEETINGS and EVENTS:

- May 16 School Budget Vote, noon ‘til 8PM, Board Room of Elementary School
- May 18 NIOGA Annual Meeting 5:30 – 8:30, Terry’s Corners Fire Hall, Gasport
- June 9, 10 Albion Strawberry Festival
- June 13 Friends of the Library Meeting, 6PM
- June 14 Trustees Meeting, 7PM

Respectfully submitted,

Elissa Nesbitt,
Temporary Secretary

For: Karie Deegan,
Board of Trustees Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
April 12, 2017**

What will we do tonight to improve the effectiveness of our Library for this Community?

CALL TO ORDER: 6:03 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert (excused), Karie Deegan (excused), Carol Miller, Linda Weller, Elissa Nesbitt (excused), Gloria Nauden, Anitrice Bennett, Angel Slick, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made C. Miller, seconded G. Nauden. All in favor. Accepted

EXECUTIVE SESSION WITH PARTNER AND STAFF FROM BONADIO:

Allowable as described by section 105, 1, d of Article 7 of the Public Officers Law for purpose of receiving and reviewing their audit of 2016.

6:04 Motion made by A. Bennett, seconded G. Nauden. All in favor, accepted.

OPEN SESSION: 7:03 Motion made by G. Nauden, seconded by A. Bennett

PUBLIC PRESENTATION OF 2016 AUDIT: Motion to accept Audit and to forward to Woods Oviatt made by L. Weller, seconded by C. Miller. All in favor. Accepted

PUBLIC FORUM:

FRIENDS OF THE LIBRARY Meet 2nd Tuesday every month.

Mary Anne presented information on Friends/needs for sign project; Village approval for pixels; Planning board approved sign design. Volunteers for bookstore, 11-1 and 3-5, and for programs such as Summer Reading program.

DIRECTOR'S REPORT: See attached

Correspondence Folder- Circulated-

REVIEW AND APPROVE MINUTES: Motion to adopt December 2016 minutes made by G. Nauden and seconded by L. Weller. Motion to approve February 2017 minutes made by C. Miller, seconded by A. Bennett. All in favor. Approved.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve February 2017 treasurers report made by L. Weller seconded by G. Nauden. Motion to approve March 2017 treasurers report made by G. Nauden seconded by C. Miller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by C. Miller. All in favor. Accepted.

*Continued conversation about the internal controls for new bank accounts and Line Of Credit asked Jon Miller from Bonadio's, need to define policy with their help.
Closing on new mortgage set for 4/27/2017.

Carol questioned 2 small accounts at Key Bank; one the Employee benefit account with a balance of \$460.01 and the other the Capital Campaign account with a balance of \$4043.65. Would like to close both accounts and put it towards debt or towards closing. Discussed moving \$4503.66 to Five Star Account with balance of \$15611.32. Motion made by C. Miller, seconded by L. Weller

NOMINATIONS and ELECTIONS: No one from this committee in attendance. Kevin stated that all nominees are valid.

Linda pulled names for nominees order on ballot:

1) Terry Wilbert, 2) Angel Slick, 3) Debbie DiBacco, 4) Anitrice Bennett, 5) Gloria Nauden, 6) Rose English Deadline for Biographies, 4/13/2017.

Gloria asked about ballot; can vote for 4 people, anymore will render vote invalid. Nominating committee to count ballots.

BUILDINGS AND GROUNDS: Weedman will check height after 1st mowing. Ron Tower will not mow lawn until told to.

Prices from Jim Preston on dirt/mulch/over seeding.

Parking lot with cement around parking lot to stop people from driving over.

Lock in snow removal with Tim Newton. Get quote, if same or close, then keep them.

PERSONNEL:

PLANNING:

BY-LAWS- Nothing new at this time

LOCAL HISTORY –

OLD BUSINESS: Website and Social media are still being revamped.

Trustee training, new trustee orientation- Betty Sue to ask Tom Binderman

NEW BUSINESS: Carol would like daily receipts to be placed in local account we already have. Linda and Gloria asked for separate accounts. Betty Sue will talk with Barb and check with John from Bonadio. Power issue – Building wired for generator, never got one. Solar panels can't work without grid. 15% savings over summer. Need to check about generator for building and cost.

Annual Meeting is Board driven, multimedia presentation – power point and individual committees give updates.

Betty Sue authorized to purchase new cameras from Szuget Electric or Westfire. Purchase limit up to \$4400. Motion to authorize made by C. Miller seconded G. Nauden. All in favor. Accepted

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 21:17 motion made by G. Nauden, seconded L. Weller. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Annual Meeting	May 1, 2017 12:00/19:00
Regular Trustee Meeting	May 10, 2017 19:00
Friends Meeting	May 9, 2017 18:00

Respectfully submitted,

Linda Weller, Board of Trustees,

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
March 8, 2017**

March 8, 2017 trustee meeting canceled due to weather, rescheduled for March 15, 2017 at 7PM

March 15, 2017

March 15, 2017 meeting canceled due to weather.

After 2 attempts to have trustee meeting for March 2017, the meeting was canceled until the next regular meeting on April 12, 2017

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
February 8, 2017**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:03 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert (excused), Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made K Deegan, seconded G. Nauden. All in favor. Accepted

PUBLIC FORUM: Angel Slick joined meeting. She is interested in being on the board.

DIRECTOR'S REPORT: See attached

Correspondence Folder- Circulated-

REVIEW AND APPROVE MINUTES: December minutes will be sent, and approved at February 2017 meeting. Motion to approve January 2017 minutes made by C. Miller, seconded by E. Nesbitt. All in favor. Approved.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve January 2017 treasurers report made by C Miller seconded by L. Weller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by G. Nauden. All in favor. Accepted.

*Continued conversation about the internal controls for new bank accounts and Line Of Credit.

NOMINATIONS and ELECTIONS: Motion made to accept the Adoption of Election Protocol for 2017 Trustee Election by C. Miller, seconded by L. Weller. All in favor. Accepted.

Motion made by K. Deegan to appoint Anitrice Bennett to the Board of Trustees, seconded by E. Nesbitt. All in favor. Accepted.

Angel Slick is also interested in joining the Board of Trustees.

T. Wilbert's term on the board is up this May 2017.

BUILDINGS AND GROUNDS: Snow and ice removal going well. Gerster Trane working on HVAC. The work was able to be completed remotely.

PERSONNEL: Betty Sue Miller submitted job descriptions to the attorney for approval. .

PLANNING:

BY-LAWS- Nothing new at this time

LOCAL HISTORY –

UPDATE and CONVERSATION ABOUT SIGN: Kirk Narburg of King and King will be working with the friends on the sign.

OLD BUSINESS: Website and Social media are still being revamped.
Trustee training, new trustee orientation- waiting on a call back from NIOGA

NEW BUSINESS: -NIOGA Annual meeting will be held in Niagara County at the same place as last year. Do we wish to protest the change in the long standing policy that the Annual meeting rotates to venues in each of the three counties? After discussion, it was agreed that K. Doherty would send a letter to NIOGA in reference to this.

FRIENDS OF THE LIBRARY Meet next week.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 20:56 motion made by C. Miller, seconded E. Nesbitt. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Regular Trustee Meeting	March 8, 2017 19:00
Friends Meeting	March14, 2017 18:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
January 11, 2017**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:14 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller (excused), Elissa Nesbitt (excused), Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made K Deegan, seconded T Wilbert. All in favor. Accepted

DePaul joined us for the beginning of the meeting for a discussion of the possibility of the 2 story housing unit.

PUBLIC FORUM: No one spoke at this time

DIRECTOR'S REPORT: See attached

Correspondence Folder- Circulated- thank

REVIEW AND APPROVE MINUTES: Because K Deegan was unable to attend the Dec 2016 meeting; and E Nesbitt, who pitched in to take minutes has been ill, acceptance of the Dec 2016 minutes will be approved at the Feb 2017 Meeting.

BUDGET 2017- Seeing as there isn't any approved minutes yet, the President K Doherty requests that we confirm the adoption of the 2017 Annual Budget, in the amount of \$712,219 with a tax levy of \$687,211. Motion made by K Deegan, seconded by G Nauden. All in favor, accepted.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve December 2016 treasurers report made by C Miller seconded by T Wilbert. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K Deegan, seconded by G. Nauden. All in favor. Accepted.

Authorize the President K. Doherty to sign the commitment letter of January 10, 2017 with Stueben Trust for long term financing as outlined for the Trustees in December, subject to review of the attorney:

A \$1,000,000.00 20 year first mortgage @ 4.75% adjustable every 60 months to the Federal Home Loan Bank of New York 5 year Fixed Advance rate plus margin of 2.5%, with a cap for the first adjustment of 6.75%, payable monthly;

One time payment of up to \$401,000 from the 2016 tax levy, currently held at Morgan Stanley Smith Barney on the balance of the Farm Credit note, today \$400,000 for cash flow, interest only payable monthly at Prime Rate published in the Wall Street Journal, with the principal paid timely upon receipt of the annual tax levy collection.

Roll Call Vote- Motion made by T Wilbert, seconded by C Miller, all in favor Accepted.
Deegan- Yes C Miller- Yes Nauden- Yes Nesbitt- absent Weller- absent Wilbert- Yes Doherty- Yes

~ Authorize a onetime payment of \$9,909 for the balance of the commitment and other fees, including:
Mortgage origination fee of \$ 5,000
Line of Credit origination fee of \$ 2,000
Appraisal fee (estimated by the bank) \$ 3,500
FEMA flood zone search \$9.00
Environmental audit (estimated by the back) \$1,400.00
LESS the advanced commitment fee installment paid December 29, 2016 of \$2,000

To be paid from the gift received for the naming rights of the Blissett Children's Library. Motion made by K Deegan, seconded by G Nauden, all in favor Accepted.

Roll Call Vote-

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

~ Authorize closing costs to be paid from the gift of the naming rights of the Blissett Children's Library motion made by C Miller, seconded by K Deegan, all in favor Accepted.

Roll Call Vote-

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

Pursuant to the Agreement with Stueben Trust, authorize the Administrative Assistant to facilitate, and designated officer to sign all the necessary paperwork to move the balance of the 2016 Tax Levy from Morgan Stanley Smith Barney to Stueben Trust; to establish a checking account relationship with Stueben Trust and to use her best judgment regarding the placement of the payroll account. Other Morgan Stanley Smith Barney accounts will remain pending the conclusions of the Ongoing Review of the investment activities – motion made by G Nauden, seconded by T Wilbert, all in favor Accepted

Roll Call Vote –

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

Conversation about the internal controls for new accounts and Line of credit Will check with auditor

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS: Snow and ice removal going well. Will wait until the spring to see how the trees faired.

PERSONNEL: Need to continue to work on Job descriptions.

PLANNING:

BY-LAWS- Nothing new at this time

LOCAL HISTORY –

UPDATE and CONVERSATION ABOUT SIGN: Approx \$55,000 Friends have about \$10,000, looking into possible grant to offset costs.

OLD BUSINESS: Website and Social media are still being revamped.
Trustee training, new trustee orientation- waiting on a call back from NIOGA
Trustee Vacancies: Still looking for possibly candidates to fill positions.

Discussion of our options in Lieu of Morgan Stanly, Smith Barney

NEW BUSINESS: -Annual resolution to acknowledge the potential for a conflict of interest in the relationship for IT consultant services between the Hoag Library and Info Advantage a corporation for which Trustee Linda Weller is an officer. Motion made by C Miller, seconded by T Wilbert, all in favor Accepted.

-Authorize the director to execute a renewal agreement with Info Advantage for IT consultant services through 2017 at a 2017 cost not to exceed \$3,000, to be paid when invoiced from line item, Professional Consulting. Motion made by K. Deegan, seconded by G Nauden, all in favor accepted.

FRIENDS OF THE LIBRARY Tastee Treats went well, as did the JAR sales. Looking for new fundraiser ideas.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 21:23 motion made by C. Miller, seconded G Nauden. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Regular Trustee Meeting	February 8, 2017 19:00
Friends Meeting	February 7, 2017 18:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary