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

February 14, 2018

Are we using our time and the Library's resources to make this a better Community?

CALL TO ORDER: 7:04p.m. by President Kevin Doherty

ATTENDANCE: Kevin Doherty, Gloria Nauden, Carol Miller, Elissa Nesbitt, Linda Weller, Terry Wilbert, Betty Sue Miller (director), Anitrice Bennett *absent*, Rose English *absent*.

Recording secretary: Teresa Gaylard

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

PUBLIC FORUM OPPORTUNITY: No one present.

REVIEW AND ADOPT MINUTES:

-Reviewed minutes of the January 10, 2018 meeting and added a dollar amount for the finalized 2018 budget under Finance Committee.

-Motion to approve January 10, 2018 minutes as corrected by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT:

-Motion to approve January 2018 treasurer's report made by C. Miller, seconded by L. Weller. All in favor. Accepted.

BOARD CORRESPONDENCE:

-Latest Library Trustees Association newsletter is available to read.

- Two staff recognition cards from patrons. BS Miller would like to see if there is a better way or placement location to use these recognition cards and patron comment cards to get more public feedback for staff and programming.

-Thank You card from Petty Good.

DIRECTOR'S REPORT: See attached

REPORTS AND REQUESTS FROM COMMITTEES:

-Concerns were brought up that the committees are not meeting as often as they should to discuss items. In June, there was a directive from K. Doherty for committees to self-organize and meet as needed, this has not been happening. Committees will try to meet more often.

BLACK HISTORY MONTH:

- BS Miller is delighted with Matt Ballard’s display and the partnership formed within our organizations to make this happen. Patrons are stopping to look at the display and are enjoying them.
- Movie nights are being enjoyed by those attending. The new projector works great. However, the acoustics in the meeting rooms are causing some difficulty in hearing the movie, BS Miller is hoping this can be looked into.
- Tea with Dee had a nice turnout of 25 attendees.
- Martin Luther King, Jr. story and a craft had no attendees, but Children’s will try something different next year.
- G. Nauden said the movie attendees she’s spoken to really enjoy movies, that Matt Ballard hopes that we do this again next year and that when speaking to a friend from Niagara County they were impressed with all Black History Month activities Hoag Library is doing.
- BS Miller is keeping a folder of notes, suggestions and other ideas for future use.

MARCH CELEBRATION EVENT:

-More discussion on the particulars were had. The date is changing from March 10th to March 17 to fall on the library’s 118th anniversary as the Swan Library Association. BS Miller is working on the invitations this week and hopes to have them out to donor’s soon. The monies for this reception will come from gifted money; no taxpayer dollars will be used.

FINANCE COMMITTEE: None

BUILDINGS and GROUNDS: None

PERSONNEL: None

PLANNING: None

LOCAL HISTORY: None

NOMINATIONS AND ELECTIONS:

Review and Adopt Election Protocol with updated 2018 dates

-Motion to approve 2018 Election Protocol made by L. Weller, seconded by T. Wilbert. All in favor. Accepted.

-Three four year full-term positions are open for this election/re-election: K. Deegan, C. Miller, T. Wilbert.

Authorize advertising expenses per protocol

-Motion to approve \$200 on election advertising made by T. Wilbert, seconded by C. Miller. All in favor. Accepted.

FRIENDS of the LIBRARY:

The Friends of the Library would like to increase their scholarship amount from \$100 to \$250.

-Motion to approve scholarship increase made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

OLD BUSINESS:

-Trustee Training – G. Nauden would like more training for newer trustees to learn how things should be done. NIOGA offered a special training several years ago, maybe that is something they can do again.

NEW BUSINESS:

-Review and Adopt Service Animal Policy

-Motion to approve policy made by C. Miller, seconded by G. Nauden. All in favor. Accepted.

-Bibliotheca has sent the bill for next year's services agreement for \$5,869.70, beyond director's authorization.

-Motion to pay vendor made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

-Recommendation for purchase allowance for director to increase from \$1000 to \$2000 for new items and \$5000 for contractual services.

-Referred to the Finance Committee.

-Nioga Library System Board of Trustees Representative for Orleans County Mary Anne Braunbach's term is up this year, it is time to re-nominate her or nominate a new candidate.

-Motion to re-nominate Mary Anne Braunbach made by L. Weller, seconded by C. Miller. All in favor, Accepted.

Questions or Concerns from the Correspondence Folder: None

PUBLIC FORUM: No one present

COMMENTS AROUND THE TABLE:

-Discussion about program publicity. There was a concern that we didn't have enough posters to promote individual programs during Black History Month, so staff have started an excel checklist for upcoming programs to see if this will help. It was suggested that we send our logo to groups we co-sponsor programs with as we spend too much time redoing the poster to add our logo in nicely. It was suggested we buy the needed software program that would allow easier poster manipulation.

ADJOURNMENT: 9:05p.m. Motion made by G. Nauden, seconded by C. Miller. All in favor, Accepted.

NEXT MEETINGS and EVENTS:

- March 6 @ 6pm Friends Meeting
- March 14 @ 7pm Trustees
- March 17 @ 5pm Celebration Reception

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

January 10, 2018

Are we using our time and the Library's resources to make this a better Community?

CALL TO ORDER: 7:08p.m. by President Kevin Doherty

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

We have a new recording secretary this month Teresa Gaylard

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made by E. Nesbitt, seconded G. Nauden. All in favor, Accepted.

PUBLIC FORUM: No one present

REVIEW AND ADOPT MINUTES:

-Reviewed minutes of the December 13, 2017 meeting and adjusted "line item" to "contractual line item" under New Business to specify budget line.

-Motion to approve December 13, 2017 minutes as corrected by C. Miller, seconded by E. Nesbitt. All in favor. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT:

-Motion to approve December 2017 treasurer's report made by C. Miller, seconded by R. English. All in favor, Accepted.

BOARD CORRESPONDENCE

-Coupons from closing the Post Office Box are available.

-A patron concern regarding the historical egg collection in the lobby has been received by Betty Sue Miller. Miller will send letter about the collections historic value and offer the patron an opportunity to host a program about bird migration.

-Webinar announcement regarding Security Procedures for Cultural Property. Free Webinar on day-to-day Protection for smaller institutions. Webinar date 1/16/2018.

DIRECTOR'S REPORT: See attached

-Staff are also enjoying the weekly updates, as some do not work daily and miss out on some information.

-The shut-in collection of large print materials will be increasing in size from a donation to purchase more materials.

-The library will remain open during winter weather issues as long as there is not a travel ban for Orleans County.

REPORTS AND REQUESTS FROM COMMITTEES:

Finance Committee:

-The original budget present for 2018 had year-end estimates for 2017. Since the 2017 fiscal year has ended the 2018 budget was adjusted for accuracy, in the amount of \$714,920; the amount for recurring repairs was increased as it was discussed the parking lot will need to be reseals in the future.

-Recommendation to add Directors position to the Rate Schedule so all staff are on one.

-Motion to approve the Updated Final Budget for 2018 made by E. Nesbitt, seconded by C. Miller. All in favor, Accepted.

Buildings and Grounds:

-Continuing Fire Alarm supervisory troubles and the need to rent a lift to enable West Fire to correct it

-Snow Plowing – Tim Newton's crew is doing a great job keeping the parking lot and sidewalks clear and salted.

-HVAC and controls – During the bitter cold weather the HVAC was running 24/7 to keep the building warm and to reduce strain on the system from having to adjust temperatures in the morning and night.

Personnel: None

Planning: None

Local History: None

Nominations and Elections:

-The May 7, 2018 election will be approaching soon. A committee should be established to discuss the protocols in place. The protocols are currently the same as the schools, but if changes need to be made they should be made in February.

-Four positions are up for election/re-election: Terry Wilbert, Kevin Doherty, Carol Miller and Karie Deegan.

- Think of reelection and who might be a good candidate to serve on the board.

Black History Month:

-The flier will be ready soon for distribution in house, around the community and the Pennysaver.

Friends of the Library:

-No January Meeting

March Celebration:

-A letter was mailed or emailed to all donors in December.

-Discussion on event particulars.

OLD BUSINESS:

-HSE (formerly GED) has moved to the First Presbyterian Church. Hoag's meeting rooms were too busy to accommodate their need to hold more classes.

-Website and social media is a little behind and needs to be updated faster.

-Trustee Training is needed and G. Nauden found an online resource: www.nysl.nyed.gov

- Progress on relationship with Orleans Hub/Pennysaver, B.S. Miller has signed a contract for 6 months for advertising: 2 monthly ads in the Pennysaver and a link on the Hub.
- Strawberry Festival, plans are in the works to be in the parade again and to hand out Summer Reading information while walking.
- Conflict of Interest statements, none.
- Summer Reading, the committee meet January 10th to start planning.

NEW BUSINESS:

- Sign specifications, process and timeline, including flagpole
K. Doherty has the information and will get it to B.S. Miller

Questions or Concerns from the Correspondence Folder: None

PUBLIC FORUM: No one present

COMMENTS AROUND THE TABLE

- R. English is hoping we can turn the negative interactions with teens into positives by getting the teens more involved.
- G. Nauden was wondering where the cost of living estimates in the budget came from and suggested the personnel committee meet ahead of the regular Trustee Meeting to discuss the Rate Schedule and come to the Trustee Meeting with a recommendation to save time. In the future, B.S. Miller will call the Personnel Committee for a meeting in September to start discussions.

ADJOURNMENT: 8:56pm. Motion made by E. Nesbitt, seconded by R. English. All in favor. Accepted.

NEXT MEETING and EVENT:

February 6 @ 6pm Friends Meeting

February 14 @ 7pm Trustees