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**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
May 9, 2018 7 PM**

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

**CALL TO ORDER:** 7:06p.m. by President Kevin Doherty

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

Terry Wilbert and Carol Miller were both reelected at the Annual Meeting on Monday, May 7<sup>th</sup>, 2018 and the reorganization meeting was held afterward.

Recording Secretary: Teresa Gaylard

**REVIEW AND ADOPT AGENDA:**

**Motion** to adopt agenda made by C. Miller, seconded by G. Nauden. All in favor. Accepted.

**PUBLIC FORUM OPPORTUNITY:**

Mary Anne Braunbach wanted to update the board on the grant status for the proposed sign out front. She spoke to Lisa Erickson from NIOGA and she is 99% sure that the grant appropriation will be for \$47,000. Most grants require the project to be completed before the funds are given to prove how much was spent. The Friends have money waiting to be used, but without knowing what the total cost of the project will be they don't want to ask the public for more. The Friends feel like they are in a folding pattern waiting for this and they are very eager to get things started.

Mary Anne pointed out that the design is now 2 years old and that the original designer is no longer with King & King. She would like to meet the new representative to see his ideas and get his thoughts, there might be newer and better technology from 2 years ago. Also have there been any code-enforcement or state highway laws that have changed in the past couple years that need to be considered.

Kevin has been waiting for the grant approval before moving forward to make sure the library was going to get the money. He said this is on the agenda for this summer. King & King are working on the school and meet regularly, he will ask for them to extend one of those days to include a meeting with him.

**DIRECTOR'S REPORT:** See Attached

-The Board would like to keep the weekly updates, but can be condensed into bullet point without so much detail.

-We've had two patrons recognize the library recently. One was Tammie Golden with a Letter to the Editor on the Hub and the second was from Tommy Graham who thanks the library for helping him with the materials he needed to land a new job.

-Betty Sue will contact Job Corp to see if they can help with the painting projects out for bids that aren't getting responses.

-Historical painting have been moved around to help protect them. It was discovered that an old painting had an "M" etched into it.

-Sidewalk out front is a hazard, Betty Sue almost tripped. It was grounded down, but it is still high. That section will need to be replaced.

-Several trustees are going to NIOGA's annual dinner, Betty Sue will send an email about basket contributions.

### **REVIEW ANNUAL MEETING AND ELECTION**

- K. Doherty thought the meeting went well. There weren't a lot of people in attendance though.
- T. Wilbert mentioned that during Betty Sue's report she asked for display and program ideas. Terry will check with his wife to see if there are any traveling displays on Native Indians.
- E. Nesbitt will share a calendar with the board that highlights different events throughout the year.
- BS. Miller would like to start small on new projects and build up as time goes.
- A. Bennet suggested starting out new programs with mini programs to highlight a topic, if there's interest it can grow next year. If there isn't interest, we can let it go, let things build organically.
- It was mentioned that the Personnel and Finance Committees need to meet to talk about the potential marketing/programming person.
- T. Wilbert said now it the time to start planning for Black history month.

### **REVIEW AND ADOPT MINUTES:**

**Motion** to approve April 11, 2018 minutes by L. Weller, seconded by A. Bennett. All in favor. Accepted.

### **REVIEW AND ADOPT TREASURER'S REPORT:**

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

Refer to Finance Committee the task to simplify monthly financial reports and the public can make requests to see more detailed reports if they wish.

**ASSIGNMENT TO COMMITTEES FOR THIS YEAR:** See attached

### **REPORTS AND REQUESTS FROM COMMITTEES**

**FINANCE COMMITTEE:** none

### **BUILDINGS AND GROUNDS:**

The committee would like to work on a memorial rose garden. Terry is willing to plant the rose bushes and plaques will be made to note honoree/donors, but first decisions need to be made on whether the library wants to expand the garden area.

**NOMINATIONS AND ELECTIONS:** none

**PERSONNEL:** none

**PLANNING:** none

**LOCAL HISTORY:** None

### **FRIENDS of the LIBRARY:**

The Friends are going to have a big book sale during the Summer Reading Kickoff to clean out the closets. A couple of the Friends are holding a garage sale during the Strawberry Festival weekend and will take bags of books to sell, proceeds will come back to the Friends.

The high school has notified the Friends that the annual scholarship winner has been selected. The scholarship for \$200 will be awarded at class night.

**OLD BUSINESS**

-Trustee Training, especially new Trustee orientation

BS Miller contacted NIOGA about training and they can come out to do a presentation. BS Miller will see if they can come out next month. BS Miller also checked to see if everyone had the Trustee Manual.

-Generator

K. Doherty brings up every year to see if the library feels the need to upgrade or change generator needs. At this time the library could run everything, but the AC unit on the line we have. It was decided that since the area has the schools for emergency needs it is not needed here at this time.

**NEW BUSINESS**

-Conversation about two meetings a month

At this time, meetings will stay to once a month and committees will meet as needed.

-Meeting Date

Discussion on moving the day of the meeting to accommodate board schedules better. For the month of June, the meeting will be held on the 2<sup>nd</sup> Tuesday (June12th).

**PUBLIC FORUM OPPORTUNITY:** none

**CONCERNS AROUND THE TABLE**

- E. Nesbitt wanted to know if staff needed anything from the board for the Summer Reading Program. Teresa said if anyone would like to volunteer to help at a program that would be wonderful and those that are interested in walking the Strawberry Parade practices will start soon.
- G. Nauden would like a group picture of the Board of Trustees. Linda has the equipment and will bring it to the June meeting.
- C. Miller will send an email to the finance committee to meet about the Investment Policy.
- BS. Miller reminded everyone to sign the Conflict of Interest Statements

**ADJOURNMENT:** 9:08p.m. **Motion** made by T. Wilbert, seconded by L. Weller. All in favor, Accepted.

**NEXT MEETING AND EVENTS:**

May 23	5:30PM	NIOGA Annual Meeting at Hickory Ridge
June 5	6PM	Friends of the Library Meeting
June 8/9		Strawberry Festival
June 12	7PM	Regular Trustee Meeting
June 16	11AM	Summer Reading Program Kick-off

## Director's Report May 9, 2018

- April 18<sup>th</sup> Teresa and I attended the first Parent/Student Literacy night
- April 19<sup>th</sup> I participated in a panel discussion with the "Orleans Leadership" group on volunteerism
- April 23 We proctored a real estate broker's exam here. I mention this so you are aware of yet another example of the diverse services we offer here
- April 26<sup>th</sup> Jake Stinson of "Turf Pro," applied the first treatment of the season for the lawn
- April 29<sup>th</sup> Ad appeared for painting bids for the front of the building. No responses. I also called Job Corps and my call was not returned. (Terry, did you suggest I call again or were you going to reach out? Either way is okay.)
- April 30<sup>th</sup> I met with Jim Preston of "Preston's Lawn Service," to survey the estate. He is going to make recommendations regarding mulching, planting and repairing various locations around the property. I will then be able to decide which items are needed this year and which might go on a long term plan. He did a super job last year with the mulching and feels this year we may just need to "fluff and top dress the beds." Last fall he donated three fruit trees, two pear and one apple, which are grafted to produce multiple varieties on each tree. He has been checking them and they survived the winter well.
- May 1<sup>st</sup> Met with Keeler Construction concerning our driveway and parking lot. David Herring examined the entire area and proclaimed it was not in bad shape, but that we would be wise to take care of the problems we have as soon as possible to avoid bigger problems. He will submit a plan with specific instructions to help us make sure we know what needed to be done and how it needs to be done. We had already advertised in the Pennysaver to solicit bids but have has no responses. Mr. Herring said he will look into lining up some qualified providers for us. I feel much more prepared to move forward on this.

### Coming up

- We will be doing tours with groups from the elementary School again this spring. So far 4 classes have signed up
- A small group of students from Mrs. Beal's class will be coming to weed someday soon.
- May 18 -The Summer reading Garth Fagan kick off will be held in the Middle School Auditorium. All students in grades k-8 will attend one of two performances.
- May 23<sup>rd</sup> – Nioga Annual Dinner at Hickory Ridge. If you didn't get information in the mail, please let me know. They are still inquiring about whether or not you will be providing a basket.

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES**  
April 11, 2018 7 PM

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

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

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

Recording Secretary: Teresa Gaylard

**REVIEW AND ADOPT AGENDA:**

**Motion** to adopt agenda made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted

**PUBLIC FORUM OPPORTUNITY:** No one present

**REVIEW AND ADOPT MINUTES:**

**Motion** to approve March 14, 2018 minutes by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

**REVIEW AND ADOPT TREASURER'S REPORT:**

**Motion** to approve March 2018 treasurer's report made by C. Miller, seconded by G. Nauden. All in favor. Accepted.

**BOARD CORRESPONDENCE:**

- Staff Recognition card for Dee for being very helpful.
- Thank from Will and Carol Hooper for being invited to the Donor's Reception, but were unable to attend. They sent a donation in their stead.
- Email that is sent to the Board of Trustees email will be forwarded to the secretary's email.

**DIRECTOR'S REPORT:** See Attached

- The Check Out Challenge started Monday April 9<sup>th</sup> and will run until April 30<sup>th</sup>. This year will focus on Facebook, Instagram and Twitter posts promoting library services.
- Betty Sue asked for ideas for the annual meeting presentation. Do we want another PowerPoint presentation like last year or an opportunity to promote our online services (Hoopla and Overdrive)?

**REPORTS AND REQUESTS FROM COMMITTEES**

**FINANCE COMMITTEE**

- Needs to meet to discuss the Investment Policy. C. Miller will send out an email for a meeting date.
- The final audit documents are here and will be available to public and part of it will be posted on the website.
- A suggestion was made for us to do an article on the Hub to promote our good financial standing before the budget vote next month to show the need for an increase.

**BUILDINGS AND GROUNDS:** Previously circulated see attached

**Follow-up to notes:**

- Tim Newton's crew was here and repaired grass areas that were effected by snowplowing. He will resod and reseed where needed.
- After discussion the library will be switching to TurfPro for lawn care.

-BS Miller will get no smoking signs from New York Smoke Free to remind patrons that Hoag Library is a smoke free campus.

**NOMINATIONS AND ELECTIONS:** (Committee wasn't appointed)

-Kevin reported two petitions were turned in for the three open positions, Carol Miller and Terry Wilbert.  
-Drawing for ballot positions will have Terry Wilbert first and Carol Miller second.

**PERSONNEL:** none

**PLANNING:** none

**LOCAL HISTORY:** none

**FRIENDS of the LIBRARY:** none

**OLD BUSINESS:**

Trustee Training, especially new Trustee orientation - BS Miller will see what other NIOGA libraries do for their new trustees, maybe a training opportunity could be set up for all Orleans County Library Trustees.

**NEW BUSINESS:**

K. Doherty wonders if the library needs a dedicated Development/Marketing person for promoting the library, it's programs and services, since currently several staff members are doing various parts of this and it's taking away from other duties. The Personnel and Planning committees are tasked to come up with what the library needs, what the duties and responsibilities this person would have, would this mean reassigning duties, outsourcing, or new hire. BS Miller will contact other directors to see what they do.

-Terry will send an email to setup meeting time for a joint meeting.

Agenda and Assignments for Annual Meeting.

-BS Miller will have a PowerPoint looping during the voting period.

Conversation about the role of programming in the Library Budget.

-The potential Development/Marketing person would be a part of this. Think about how we program and promote, survey patrons on how they hear of programs. Maybe focus our attention on children's programming and co-sponsor events for adults.

Conversation about two meetings a month.

-This will be discussed again after restructuring from the Annual Meeting in May.

**PUBLIC FORUM OPPORTUNITY:** none

**CONCERNS AROUND THE TABLE**

-E. Nesbitt explained a little bit about the Literacy Zone grant that BOCES is asking Hoag Library to partner with. This is a county wide program that would be based in Medina with a possible post in Albion at the library. BS Miller will contact BOCES to see if they will expand on what they would want/need from the library.

-L. Weller would like email subject lines to contain INFO/ACTION/REQUEST to help identify priority of emails.

-G. Nauden would like more time to review minutes before they are posted on the website. K. Doherty would like them up a week after the meeting. Also, creating a themed basket for NIOGA's annual meeting was mentioned in the director's report, Hoag should do this again.

**ADJOURNMENT TO EXECUTIVE SESSION:** 9:14 p.m. **Motion** made by E. Nesbitt, seconded by L. Weller. All in favor. Accepted.

**EXECUTIVE SESSION** pursuant to Article 7, subsection 105, 1 d and f of the New York State Public Officers Law

**ADJOURNMENT BACK to OPEN SESSION:** 9:27 p.m. **Motion** made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

**ADJOURNMENT:** 9:28p.m. **Motion** made by C. Miller, seconded by T. Wilbert. All in favor, Accepted.

**NEXT MEETING AND EVENTS:**

May 1	6PM	Friends of the Library Meeting
May 7		Association Annual Meeting (see note below)
May 8	7PM	School District Annual meeting with Budget Presentation (High School Large Group Room)
May 9	7PM	Regular Trustee Meeting
May 15	Noon-8PM	School Budget Vote - Board Room of Elementary School
May 23		NIOGA Annual Meeting at Hickory Ridge

**Note** - Just a reminder, the Association Annual Meeting is May 7; voting starts at noon, the business meeting starts at 7PM. In a quirk of the bylaws, **the annual organizational meeting of the Trustees takes place immediately after the Annual Meeting adjourns.**

Respectfully submitted,

Gloria Nauden, Board of Trustees,  
Secretary

## *Director's Report for April 11, 2018*

### *Buildings and grounds*

Monday evening the buildings and grounds committee met for a very productive session. I am attaching a summary of the meeting with some actions that have already been taken and recommendations for others. I am attaching the document to this email. Two additions are:

- The north side of the building is quite green with mold, mildew or something and I need to have Ron attend to that as well as treat the weeds and mosses growing in the cracks around the building.
- For the rose garden I am suggesting we have individuals donate the rose bush and we can take care of the rest.

### *Check out challenge (but not really)*

I am referring to this campaign as the Check-out Challenge but the focus has shifted dramatically.

Wednesday morning, I attended a meeting at Nioga about the first of the of the new format social media campaigns to boost attention and traffic to our library through Facebook, twitter, and Instagram. I have attached a document showing the kind of posts that have been created for us to use on the various platforms. And a brief explanation of the history of the campaign.

Because this start on Monday I should be able to provide more information on Wednesday.

### *Summer Reading*

Wow, is this coming together. Teresa is doing a fabulous job and I keep telling here that at this point last year I had only one event booked!

Garth Fagan has been approved for two assemblies and arrangements are being made for the school tech guy, and the Garth Fagan tech guy to meet to finalize logistics.

Every person contacted to read or host an event so far has agreed and the schedule is getting filled. In addition to the Garth Fagan kick off we will also have an opening kickoff with activities (bounce house, inflatable slide and music) the Saturday before we start. Miss Amy is going to prepare some simple steps for those people who will be walking the Strawberry Festival Parade with the "book cart drill team." I will have Teresa explain other plans and

answer any questions. Thanks to the board members who have contributed time for meetings and/or suggestions and ideas for programs. All of this helps tremendously.

### *Donor Event*

Although thank you notes have been sent I have tried to visit the contributors to support their businesses and to thank them in person. Each has been appreciative and several have mentioned that they have had people come to their establishment because of their contribution at the event. This seem a win-win to me!

### *Finances*

The final reports have arrived from the Bonadio Group and will be available to you at the meeting. The information will be on our website after the meeting.

### *Annual Meetings*

Last year I was challenged with creating a power point for our annual meeting. We reused some of that information during the donor event. I have asked staff to send me all pictures so a presentation can be created, altered, adapted at any time now that I know how to do this.

I could do this again this year but I was trying to think of something new. I keep talking about all of the services we have available on line. What would you think of using the annual meeting to show off all we have and provide a mini work shop on how to use it? You could each bring a laptop or other device, we could advertise it to the public and have them bring devices and we have laptops which could be used. Let me know what you think or if you have an idea which would be better. I am open to anything.

Also in May is the Nioga annual dinner which will be held at Hickory Ridge this year. The theme is “Women,” and we are again asked to provide a basket that fits this theme. Suggestions have included:

- Julia Child (Chef): Food related basket, a restaurant certificate, or wine.
- Rachel Carson (environmentalist): Gardening, bird feeder
- Linda G. Alvarado (owned major league baseball team): Sports related items.
- Donna de Varona (swimmer): Beach items.

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
March 14, 2018 7 PM**

***What will we accomplish tonight that improves access to 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, Rose English, Anitrice Bennett, Betty Sue Miller (director), Terry Wilbert *absent*

Recording Secretary: Teresa Gaylard

**REVIEW AND ADOPT AGENDA:**

Remove Adopt Election Protocol and Authorize advertising expenses per protocol as they were discussed in February.

**Motion to adopt edited agenda made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.**

**ANNUAL AUDIT PRESENTATION:**

Jonathan Miller from the Bonadio Group discussed the library's 2017 audit. A copy of the final audit will be available on the website.

**Motion to accept and file 2017 audit made by L. Weller, seconded by R. English. All in Favor. Accepted.**

K. Doherty referred the need to update the investment policy to the Finance Committee. This policy should be updated yearly, but the audit found that it was last updated in 2006.

On behalf of the board of trustees, C. Miller would like to thank Barb Kyler for such diligent work that the audit goes smoothly.

**PUBLIC FORUM OPPORTUNITY:** No comments at this time

**REVIEW AND ADOPT MINUTES:** Motion to approve February 14, 2018 minutes by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve February 2018 treasurer's report made by C. Miller, seconded by G. Nauden. All in favor. Accepted.

**BOARD CORRESPONDENCE**

- Thank you from WNYLRC to Kevin Doherty and Betty Sue Miller for participating in the legislative visit with a representative from Senator Gallivan's office.
- Patron complaint about the loudness of staff.
- Thank you note for taking time to give a library tour to high school students.

**DIRECTOR'S REPORT:** See attached

**Additional concerns since Friday's Director's report.**

- The mechanical sprinkler system has a pressure switch issue that will need to be fixed.

-Barb, Betty Sue and Kevin are working with the banks to set up electronic transfer of funds to cover payroll, instead of having to deal with paper checks between banks every two weeks.

**Authorize submission of Annual Library Report to State**

**Motion for BS Miller to submit Annual Library Report to State, made by C. Miller, seconded by G. Nauden. All in favor. Accepted.**

**Authorize payment without penalty of Sirsi Dynex invoice INVI5021702 of February 21, 2013 in the amount of \$ 3,174.00 from budget line 7300 Contingency Fund**

-This bill was for a tagging pad that was purchased during Susan Rudnicki's time as director. The company brought it to the library's attention that it was not paid.

**Motion for payment by C. Miller, seconded by E. Nesbitt. All in favor. Accepted.**

**Authorize circulating pump repair by Gerster Trane from their proposal 22862 in an amount not to exceed \$ 2,190.00 to be paid from budget line 6449 Maintenance.**

-K. Doherty did call around and this is the going rate for this repair.

**Motion to allow Gerster Trane to make this repair made by E. Nesbitt, seconded by R. English. All in favor. Accepted.**

**REPORTS AND REQUESTS FROM COMMITTEES**

**BLACK HISTORY MONTH:**

-BS Miller will compile the details from programming and displays for next year.

-E. Nesbitt will share a calendar of events that could help with year around displays and program ideas.

**MARCH CELEBRATION EVENT:**

-Discussion was had over whether or not to close the library early on Saturday, March 17<sup>th</sup> to prepare for the Donor Reception. After some discussion it was decided to close the library at 3pm to start set-up. BS Miller will have signs made and notice put on the website. Trustees are encouraged to be early to help where needed and once the committee has confirmed with donors, help will be needed to pick things up.

-The committee noted that the area businesses that are donating have been very supportive and are happy to help the library.

**FINANCE COMMITTEE:**

-BS Miller mentioned that Jim Preston will be here at the end of the month to make recommendations on mulch, fertilizer and lawn repair.

**BUILDINGS and GROUNDS:**

Ron Tower has been making some touch ups and repairs prior to Saturdays event. While here he pointed out that the pillars, trim and overhang at the front entrance will need repair. Panek's Coating gave a quote of \$1850 for the job. The Board suggests running an ad in the Pennysaver for additional bids.

**PERSONNEL:** none

**PLANNING:** none

**LOCAL HISTORY:** none

**NOMINATIONS AND ELECTIONS:**

**G. Nauden wanted clarification on the wording of page 3 of the Election Protocol, 8 march 2008, edited 2018 (Time Line March 14) – Board discusses and may act to remove “Nominating” from the name and function of the Committee.**

K. Doherty explained this would be a bylaw item if the board wanted to see the name changed from “Nominations and Elections Committee” to just “Election Committee.” At one time the committee made more of the nominations for the board, but that has changed to more of an election process, however vacancies that occur mid-term are filled with board appointed nominees until the next election, so the wording is still here, but could be changed if needed.

### **FRIENDS of the LIBRARY**

- The friends are purchasing cushions for the meeting room chairs to be used for movies.
- BS Miller said that NIOGA approved the Sign Project Funding and it was sent to the State, we are just waiting to hear back from them.

### **OLD BUSINESS**

- Trustee Training -BS Miller forwarded an email on a trustee webinar coming up. Gloria said she thought the e-mail received was for Best Practices for Management of Friends Boards; BS Miller said she will check.
- Strawberry Festival-The committee is working on this
- Summer Reading Planning and Publicity – BS Miller has a meeting with Superintendent Bonnewell on Friday to discuss the Garth Fagin Dance performance opportunity and the partnership with the schools.

### **NEW BUSINESS**

Authorize increase in the limit under which the Director may purchase without additional approval, from \$ 1,000 to:

- Equipment, Materials, Service or Labor from a current vendor under agreement or contract \$3,000
- New materials, service or labor from a vendor with whom the Library does not have an existing contractual relationship \$2,000.

**Motion to increase director’s limits through 2018 with review at the end of the year made by E. Nesbitt, seconded by A. Bennett. All in favor. Accepted.**

- Consider moving Hoag Trustee Meeting Date to 3<sup>rd</sup> Wednesday
- Conversation of possibly meeting the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays with one being for committee work and the other the Trustee meeting.

**Questions or Concerns from the Correspondence Folder:** none

**PUBLIC FORUM OPPORTUNITY:** none

### **COMMENTS AROUND THE TABLE:**

- E. Nesbitt mentioned that the library’s website needs to be worked on.
- G. Nauden – 1) Would like BS Miller to notify board of sub hiring needs, they may know of interested candidates 2) The January agenda noted “conflict of interest”, but it wasn’t discussed at the meeting. Kevin stated the auditor reference that we complied making sure everyone had signed the conflict of interest policy 3) The minutes on our website note DIRECTOR’S REPORT: See attached, but it’s not attached. This will be addressed. 4) Gloria is interested in the Management of Friends Groups webinar, is anyone else planning to view it.

**ADJOURNMENT:** 8:44p.m. **Motion made by A. Bennett, seconded by R. English. All in favor, Accepted.**

**NEXT MEETINGS and EVENTS:**

March 17	Celebration Reception
March 20	Village Election
April 3	Friends of the Library
April 11	Trustees
May 7	Annual Meeting and Election
May 15	School (and Library) Budget Vote, noon 'til 8PM

Respectfully submitted,

Gloria Nauden, Board of Trustees,  
Secretary

## *Director's Report March 14, 2018*

### *Staff*

We are glad to have Charlene Bloom back from her knee replacement. I am sure the shut ins are also happy that she will resume delivery next week. Louise Henderson's daughter, Sarah, called yesterday to report that Louise is now rehabbing at home. She is working hard to regain her strength and physical ability and hopes to be able to return to the library. When asked what we could do to help Sarah's response was. "visit". She suggested we call ahead to make sure she is not in the middle of therapy but outside of those times she would love company.

### *Finance*

The Bonadio Group will have a representative at this meeting to review the final document and discuss any recommendations. Overall, it was a positive experience. Previous recommendations have been initiated and there were only a few areas where they made recommendations this year. Most of their recommendations were simply "best practices," items not shortcomings. I am attaching a document to be used for self-assessment.

The comment from Jon Miller when the drafts were sent out was, "It was a very good audit process and Barb was very well prepared." You should be pleased!

One recommendation that should be initiated in the near future is the Library's investment policy. This should be reviewed and approved by the Board of Trustees on an annual basis. This has not been done since 2006. The finance committee should meet soon to get this started.

### *Donations*

We have received a number of donations recently as the families of Peter Patterson and Rollie Sanford named Hoag Library for memorials for their loved ones. We also received a \$1000 donation this week.

The music collection donated by Karen Follett in honor of her parents has been placed in the antique case upstairs. I did not think Nioga would want to catalog the books as circulation of them will probably be limited. Surprisingly, they do; so I will be sending them off one box at a time. Maggie Stein of Nioga and I discussed it is not just our library system that can access them but they become available to

patrons in over 10,000 libraries worldwide through World Cat. I may move them downstairs to the case in the reference section where they are accessible to all.

### *Historic collections*

A patron has asked twice to borrow books from our Civil War Collection. Each time I have let him borrow the books as I can replace the information with a recent republication. I am going to buy several of these newer versions to put in our general collection and I have asked this patron if he would do a book talk on these historic items. He was delighted.

### *March 17<sup>th</sup> event*

We had an envelope stuffing “party” and got the invitations out several weekends ago. We had a food planning “party” and identified the businesses we would target to ask for donations. These have all been asked and today I returned to finalize most of the arrangements. We will be having a set up “party” on Saturday and ALL are welcomed and probably needed. We have at least one musician and Kevin is checking on another. We have florists lined up and some of you have volunteered to bring vases. Elissa will be approaching Wegmans for several platters. Linda has a membership to Costco and recommends their table coverings and paper products. The one big question is; do we close early or just start setting up while the library is open? I have heard several different opinions on this and because this is a board event I would like direction.

### *Summer Reading*

I sent the letter and packet that I forwarded to you last week to the school asking for a meeting with Mr. Bonnewell. I knew that my delivery, last Monday, on the day of the board meeting was too short for any consideration at that meeting. I am waiting to hear from Mr. Bonnewell so we can discuss this in person. I am very hopeful that we can make this work as it is a great opportunity. I will keep you posted. The committee has met and some great idea have been tossed around. I would like to have us set up another meeting for the week after our event.

## *Buildings and Grounds*

Ryan Mechanical visited to identify a problem with our sprinkler system. We need a switch replaced and that should be done in the next week or so.

Burris Cleaning came in last Thursday night and cleaned part of the rugs-the lounge, entry, children's, teen's, and biography area. We skipped the offices, loft, tutor room and local history. He touched up some of the furniture as well. We met after and discussed what is the best way to maintain our rugs and furniture. I think we also need to make plan for the replacement of some of the upholstery. It is not desperate but I don't think we want to wait until it is.

Jim Preston is coming at the end of the month to make recommendations for mulching, fertilizing and lawn repair. Last year we spent about \$1,000.

**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 *excused*, 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 patron; one for Wendy Peters, and one for Betty Sue Miller and Staff. 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.

**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 10<sup>th</sup> 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 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

Respectfully submitted,

Gloria Nauden, Board of Trustees,  
Secretary

## *Director's Report February 14, 2018*

### *Employees*

Michael Weller has volunteered for over 7 hours, training to be a sub. He has done very well, is very polite and friendly with the patrons and we will call him when we are short employees. We have covered the absences fairly well with Charlene and Louise out but weather and staff illnesses have stressed us a bit. Charlene is doing well and returns to her doctor at the beginning of March so we hope she will return shortly after that. Louise is making progress at the Villages.

### *Technology*

We have replaced the computer at the main desk which was deployed in 2010. Tim from Info Advantage came out to install it. And Justin, from Nioga helped us get Work Flows (our circulation system) back up and running. It is wonderful to have arrangements which mean we don't have to be out of service and putting "out of order" signs up. It would be difficult to come up with exact numbers from several years ago when we handled computers in-house but I strongly believe that we have saved money using an outside resource. No one here was well trained enough to handle our needs.

Bibliotheca (formerly 3M) has sent us the bill for next year's services. It is \$5,869.70 which is beyond my authorization. Since we signed the contract last March and we have had our system updated it is running much better. I also receive updates and newsletters from the company on a regular basis. I think part of our previous poor service stemmed from the fact that 3M was being purchased by Bibliotheca and we, as a 3M customer who had not stayed in the loop, fell through the cracks. I would recommend that we continue the contract for another year before changing any arrangements. Service has been much better on line, by phone and on location.

### *Donations*

We have received three donations recently. \$250, \$50 and \$6,000.

### *Legal*

During December the issue of the post office box was presented. I contacted Greta and am including her response below.

I believe that there should be some option for employees to submit complaints or concerns to someone (possibly just the head of the library board) beyond the Library Director. This is contemplated and included in the employee handbook. While there was a real issue during Mr. Davignon's tenure regarding effective communication, having some alternative channel of communication does protect the library.

I don't think the library needs multiple alternative channels, especially if they are not monitored or updated – that causes other issues. Also, if mail is addressed to the trustees and delivered to the library, the trustees should be able to rely upon that information being forwarded to the trustees. Both the employees of the library and the trustees have a fiduciary duty to the library, and if anyone is wrongly intercepting mail or censoring mail, it is a breach of that fiduciary duty (which is why there were changes needed previously).

I hope that this is of some help. However, I will note that our firm's invoices have been directed to go to that box to ensure that the employees do not open them (and view details of our legal services that may be confidential). If the box is shut down, would you please let me know to whom our invoices should be directed?

### *Year End Reports*

The Bonadio Group finished their audit in two days (2 employees one day and 1 the second day.) This is due mostly to the fact that Barb had the myriad of statistics ready for them when they arrived. They will be attending next month's meeting to present their report to you.

I am continuing to work on the state report. I attended a workshop on Wednesday at Nioga and have finished the sections on patrons, usage and circulation etc. The budget section remains and I hope Barb and I can wrap that up next week. Each year parts get a bit easier but then the state makes changes. Does this sound like tax returns? It is amazing what flags attention from the state and what doesn't. I will share this when it is finished.

I also finished the last report for the summer youth grant. You have probably all heard me complain about the numbers and record keeping required for this grant of \$2,500. This comes to us through the Genesee/Orleans County Youth Board from NYS. Next year I am going to keep track of the hours spent to see if it is worth it. I don't want to pass up \$2,500 but if it costs us close to that in time then we need to reevaluate it.

### *Friends*

The friends are going to purchase seat pads for use by patrons in the meeting rooms. Two hour movies are hard to sit through on our institutional chairs.

The books collected for Houston are no longer wanted. Puerto Rico doesn't want them either. Mary Anne is checking one more possible outlet.

The friends would like to increase the scholarship given out each year at class night from \$100 to \$250. Because this had to be approved by the board when they first started awarding it I asked them to hold off until you approved it. I would also like to have Della Morales be part of the selection committee as she has professional relationships with the students who have helped here with programs as well as with student helpers in the library at the high school.

We have sold four computers in the Friend's Room. None of the other paraphernalia has sold. It has been suggested that we try advertising on Craig's list or another site of that type. Opinions?

### *Weeding*

We are done weeding the following sections: adult fiction, westerns and paperbacks. We have also rearranged these sections to better serve our patrons. Adrienne has received the shelf lists for the Teen room and that is the next section to be done; it badly needs it. (an aside- I have also turned the ordering of young adult books to Adrienne so we have set her up an account on Baker and Taylor. This will greatly improve this collection as she reads reviews and makes educated choices. We are lucky to have her.)

The new signage has been created for the new locations and will be up as soon as the necessary tape arrives.

### *March Event*

We need to finalize plans ASAP. We certainly can discuss this at the meeting but if there is a committee we need to meet and get invitations out as soon as possible. I have worked up a possible design that I will bring to the meeting. I need finalization on music and food and drink.

### *Black History Month*

We have shown two movies so far with attendance at the first of 8 and at the second 12. The movies were fabulous and those viewing seemed to really enjoy them. We have two more- one the night after our meeting, "Selma," and "Hidden Figures" on the 22<sup>nd</sup>.

Matt's displays have garnered attention and we have switched them up in different places in the library to keep them fresh. Tea with Dee attracted 25 people which was huge. I think we have had some new successes this year and I hope we can build on it for next year.

### *Summer Reading*

Yes, it is coming! We have met once and Elisa has some exciting news. We need to schedule our next meeting.

## *Committees*

In August a list of committees and the member was given to each of you but there were no specific responsibilities nor any recommended meeting schedule. I am attaching a tentative schedule so we can get on back track with committees carrying out assignments prior to meetings and making recommendations to the board. I did not include Kevin's name on the member's list as he has a voice and a vote on any committee. I may attend all meetings, can voice opinions but do not have a vote.

**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](http://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 10<sup>th</sup> 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

Respectfully submitted,

Gloria Nauden, Board of Trustees,  
Secretary

## *Director's Report January 10, 2018*

We have been working on weeding parts of some collections in preparation for rearranging. I have reduced the western collection by about a third. This is one of our most circulated collections but it contained a number of books that had never been taken out or had gone out only a handful of times over a 10 to 15 or even a 20-year span. In analyzing the collection, it was clear which authors circulate, (Johnstone) which formats are preferred, (large print) and what does not circulate (republish series books by authors long dead.) I have already purchased some new books and will have a much better basis for ordering in the future.

Prior to this, I had already eliminated more than a third of the mass paperback collection. These books are very popular depending on the author. Male authors do not circulate in mass market so this is predominantly a romance collection aimed at women. If a book has anything to do with royalty, (I have never seen so many titles with barons, dukes, lairds or earls in the title) a scot, a vampire, or a bare-chested cowboy it will circulate like crazy. There must have been a push to include books with protagonists of color a number of years ago., These books have labels of "urban fiction" and have not circulated at all. I think the label is misleading and we don't use it anymore. I would love board input on this philosophy.

The next section to be weeded is large print. The goal is to relocate this collection to the wall where paperbacks were previously housed. This will make it as much more used friendly section with room for growth as this is our fastest growing collection. With our population aging I do not foresee this declining in the near future. Also, people who don't need large print will read a large print, whereas the opposite is not true. I will keep you updated.

This past week was the first questionable weather event. I know the board wants the library to remain open and as long as I can get at least two employees in we will be open. I have decided that if we have a building emergency or if there is a, "no unnecessary travel" edict from the county we will be open. I have asked Kevin to prepare a recording we can use to inform patrons who call if for some reason we need to close.

Starting next week, we will be advertising on The Hub and in the Penny saver on a regular basis. I have signed a six-month contract for twice monthly print ads and a continuous presence on the Hub. I will compare program attendance to see if it was effective,

Programs for Black History Month are being confirmed and I will have a flyer of events to pass out at the meeting.

I am waiting to hear from Gerster-Trane about several repairs. There are some issues with boiler one and they will also be fixing the problem that caused the condensate drippage last summer.

Info Advantage has cleaned all of the laptops and several desk tops in preparation for selling. Two laptops have already been sold. They also found problems with a relatively new computer in children's. Fortunately, it is under warranty and they are taking care of this for us. I feel that their expertise has been instrumental in keeping us up and running more consistently and professionally than when we tried to maintain our own equipment.

Next week Bonadio Group comes for two days for our annual audit.

The first summer reading program will be held at 5:00 before our Wednesday night meeting. Anyone interested is welcome.

I apologize for the trouble everyone had opening the original email. Sometimes devices just do not like to play nicely with each other!