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HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
Minutes of the Board of Trustees
August 15, 2018 7 PM

What will we do tonight that makes this Library an even better asset for our Community?

CALL TO ORDER: 7:02pm by President Kevin Doherty

ATTENDANCE: Kevin Doherty, Gloria Nauden, Anitrice Bennett, Terry Wilbert, Carol Miller, Linda Weller, Elissa Nesbitt, Betty Sue Miller (director, left meeting at 8:22pm), Rose English *excused*

Recording Secretary: Teresa Gaylard

REVIEW AND ADOPT AGENDA

The following was added to the agenda:

Personnel - resolution to appoint new librarian

New Business - Dog Policy needs to be adopted.

Motion to adopt agenda made by G Nauden, seconded by A. Bennett. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present

DIRECTOR'S REPORT: See Attached

-BS Miller reviewed her latest updates and commented on the need to add the extra cameras around the building for added security as the police were called twice last week.

-The Hoags visited last week and Betty Sue got a picture of the two wearing Summer Reading T-shirts to post on social media.

BOARD CORRESPONDENCE:

-Patron suggestion to extend DVD checkouts to 2 weeks instead of 1 week; BS Miller will check on loan terms for other NIOGA libraries.

-Patron suggestion for the library to purchase family passes to museums for checkout. BS Miller will talk to other Orleans County libraries about passes to the Cobblestone Museum and the Medina Railroad Museum, but out of area passes would be too complicated.

-Dirk Climenhaga received a staff recognition from Andrew Slatkowski for his personable attitude, great personality and his willingness to help promote the Salvation Army Summer Camp that Andrew is working on at the library.

-Alisha Stanton received a staff recognition from Desiree Snyder for helping to look for a DVD.

REVIEW AND ADOPT MINUTES:

Correction - mortgage principle to mortgage principal.

Motion to approve edited July 10, 2018 minutes by E. Nesbitt, seconded by C. Miller. All in favor. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT:

Motion to approve July 2018 Treasurer's Report by C. Miller, Seconded by A. Bennett. All in favor. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES
FINANCE COMMITTEE

-The additional principal payment was made as directed, the mortgage principal balance is now \$637,550.50
-The Finance and Personnel Committees will need to meet to start discussing the 2019 budget. Inflation for the area is 2.9%

-Advise that if needed, 2% override resolution needs to be no later than October meeting.

Motion to not use the 2% tax levy increase by T. Wilbert, seconded by C. Miller. All in favor. Accepted.

-Request for Payment letter to Albion Schools is drafted and ready to be sent in a timely manner.

BUILDINGS AND GROUNDS

-Pillar painting – Panek’s have been approved for the job and will send a crew when they are in the area.

-Pavement repairs - Three companies have responded to the call for bids to repair the driveway. The most logical solution for this year seems to be to replace the bad spots at the entrances, add new sections to the parking spots across from the entrance to eliminate the mess in the grass and seal the cracks. BS Miller will let the board know when the bids are in. T. Wilbert wondered about the sealing schedule that the committee created, past minutes will be checked for dates.

-Children’s Garden expansion – The landscape architect stopped by and has lots of ideas for a kid-friendly environment. Once we have things narrowed down we will ask for community response.

-Snow Plowing – Tim Newton has had the contract the past 3 years. We’ve been really happy with his crew, but will put it out for bids to see if rates are still comparable.

NOMINATIONS AND ELECTIONS: None

PERSONNEL

Betty Sue had requested a meeting with the Personnel Committee; the committee met July 31, 2018 to discuss the hiring of the new librarian and salary. Attendance: Kevin, Betty Sue, Carol and Gloria, Terry (excused).

New librarian starting early September

Motion to appoint Michael Magnuson as Adult Services Librarian starting September 4, 2018 at a starting rate of \$37,500 with 4 months probationary period made by C. Miller, seconded by T. Wilbert, All in favor. Accepted

Discussion regarding the possibility of hiring another librarian to help fill some additional needs of the library. K. Doherty referred this back to the personnel committee and administrative team for action. A meeting is set for September 5th at 11:30am.

PLANNING: None

FRIENDS of the LIBRARY

The Friends have changed their meeting to the second Tuesday of the month at 6:00pm.

They would like to do an annual booksale the Saturday Summer Reading starts as this year’s was a big success.

OLD BUSINESS

Trustee Training

-NIOGA’s Lisa Erickson is planned for 6PM at September meeting.

Status of Electronic Sign

-Grant approval has been received from the State and we are moving forward in August. We are anticipating completion before winter (including flag pole).

-Kirk Narburgh said the cost for this project is lower than originally proposed as time has passed since planning. K. Doherty expects to receive 3-4 bids for the project.

-The library might use the line of credit to pay for the sign project in full, until the grant check actually arrives.

Website

-It's been suggested we contract out the initial work and then maintain the website in-house.

SUMMER READING PROGRAM UPDATE

-Statistics can be found in the Director's Report.

- Overall, it was a great program and we had lots of compliments throughout the summer on how nice the programs were, that is was great to have the teachers involved and that the kids loved the T-shirts. We believe it was another successful program.

NEW BUSINESS

Annual photo opportunity with Senator Ortt will be in September. K. Doherty will check date and let everyone know.

Annual Trustees Photo- K. Doherty mentioned that he'd like either a group photo or individual photos to hang in the library.

Approve and Adopt Dog Policy

Motion to adopt the Dog Policy created last fall by T. Wilbert, seconded by L. Weller. All in favor, Accepted.

Directive to have Barb number the policy, add it to the manual and post it.

PUBLIC FORUM OPPORTUNITY: None

CONCERNS AROUND THE TABLE

A general concern was how negative the meeting was and that Betty Sue felt personally attacked and wasn't able to participate in the discussion of the library's benefit.

T. Wilbert reminded the board that if the library is going to focus on Native American, Latino or Women's history months' discussions need to start.

ADJOURNMENT: 9:34pm **Motion** by L. Weller, seconded by E. Nesbitt. All in favor. Accepted.

NEXT MEETING and EVENTS:

September 3		Library closed for Labor Day
September 11	6PM	Friends of the Library
September 13		Primary Voting at Library, Albion Districts
September 19	6 PM	NIOGA Boardsmanship Training followed by
	7 PM	Regular Trustee Meeting

If committees have regular meeting times, please let Betty Sue know so they can be posted on the website and scheduled for a space

Director's Report August 15, 2018

Buildings and grounds

- No other painting bids were received so I have authorized Panek Coating to do all prep work and painting on the front of the building for a cost of \$1,850. It will probably be October depending on the weather.
- Three companies have responded to the call for bids to repair the driveway. The most logical solution for this year seems to be to replace the bad spots at the entrances, add new sections to the parking spots across from the entrance to eliminate the mess in the grass and seal the cracks. I will let you know when the bids come in.
- When Tim Lobczowski, the landscape architect was here I inquired about the drain in the front yard with the rocks. He said they really serve no purpose at this point so I have hired Jake Stinson to remove the rock, fill the area and seed it. If it is satisfactory I would consider doing the same to the drain on Main Street.
- Szulgit Electric came out so see where I would like to have cameras added to the property. The local history room, the children's room and the front exterior of the building where the smokers congregate. There have been several instances of issues in front of the building and one of the local police officers suggested that a camera showing the exterior front entrance could be helpful as well.

Summer Reading

These are the number Teresa compiled over the summer.

Total Registered: 395

- 0-4 ~ 79 Registered, 23 Completed Program (340 activities and 110 Hours), 50 did nothing
- 5-9 ~162 Registered, 42 Completed Program (831 Hours), 72 did nothing
- 10-14 ~ 90 Registered, 24 Completed Program (430 Hours), 49 did nothing
- 15-17 ~ 6 Registered, 2 Completed Program (30 Hours), 4 did nothing
- Adults ~ 58 Registered, 28 Completed Program (330 Books), 23 did nothing

So that's 340 literacy activities, 1401 hours read and 330 books read and recorded this summer.

Free books given out: 93

Total program attendance: 1943 (this compares to 1550 attendance last year)

Thanks to our last week program helpers: Coach Bennett and a couple football players, Mrs. Zambito, Mrs. Prince, Mrs. McKenna, and a special thanks to Coach Bennett and Coach Price for being "dunked."

As you will notice there were quite a few who signed up, but didn't participate throughout the summer. Most of these had signed up at the Kick-off and never came back. We have lots of thoughts already floating around for next year:

- possibly skipping the big kickoff and just doing a big wrap up party
- letting it run longer into August
- not doing programming the week of and after the fair as attendance at programs was affected
- doing story time once a week at Carosol Park, or other village parks.

Overall, it was a great program and we had LOTS of compliments throughout the summer on how nice the programs were, that is was great to have the teachers involved and that the kids loved the T-shirts. I believe it was another successful program.

Grants

- I have been notified by the state that we will be receiving the check for \$47,387 for the electronic sign and flagpole.
- We will be receiving \$5,000 from Senator Ortt again this year. The presentation will be at Hoag Library with the other county recipients. I will let you know the date and time at the meeting.

HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
Minutes of the Board of Trustees
July 10, 2018 7 PM

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

CALL TO ORDER: 7:10p.m. by President Kevin Doherty

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

Recording Secretary: Teresa Gaylard

REVIEW AND ADOPT AGENDA:

Add to the agenda - Review Annual Meeting Minutes and Reorganizational Meeting Minutes

Motion to adopt agenda made by G. Nauden, seconded by A. Bennett. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present.

DIRECTOR'S REPORT: See Attached

-BS Miller asked for guidance on how the board would like her monthly reports to look. She will continue to send detailed weekly updates and do condensed bullet points for monthly report.

-BS Miller shared with the board her process for ordering items. She looks at the New York Times Bestsellers List, local newspaper book lists, patron suggestions and staff suggestions.

-T. Wilbert will check with some Boy Scouts on volunteering to help re-stain the picnic tables in the Children's garden.

BOARD CORRESPONDENCE:

-The library received a thank you note from a patron for the assistance received from Dee Robinson while researching information. A \$5.00 donation to the library was enclosed.

-A patron comment card was turned in stating that she liked the changes in the Children's Area.

-The board received a patron email with concerns that Trustee Meeting Minutes were not on the library's website. K. Doherty emailed back that the minutes for 2018 are on the homepage and that prior year's minutes are under the Trustee page.

REVIEW AND ADOPT MINUTES:

Annual Meeting Minutes were reviewed

Reorganizational Minutes – Change appoint to elect.

Motion to approve May 7, 2018 Reorganizational Minutes with term correction by A. Bennett, seconded by T. Wilbert. All in favor. Accepted.

Motion to approve June 12, 2018 minutes by T. Wilbert, seconded by A. Bennett. All in favor. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT:

Motion to approve June 2018 Treasurer's Report by C. Miller, seconded by T. Wilbert. All in favor. Accepted.

All \$250,000 from the Hoag donation was paid toward the mortgage on July 9th. This payment takes off 50 months worth of principal payments.

The budget line of \$50,000 for books is right on target for half way through the year.

REPORTS AND REQUESTS FROM COMMITTEES

FINANCE COMMITTEE:

The finance committee met on June 12th to review the Investment Policy, Carol Miller, Terry Wilbert, Gloria Nauden and Kevin Doherty were in attendance. Afterward C. Miller contacted Bonadio to see what if anything needed to be changed. John Miller at Bonadio said the policy itself is fine, it just needed to be noted that the policy was reviewed in the minutes to appease the audit.

Motion to update/change policy wording from “Swan Library Association” to “Hoag Library of the Swan Library Association” by committee: C. Miller, G. Nauden, T. Wilbert, K. Doherty.

K. Doherty proposes making an additional \$73,000 payment toward mortgage principal. This is something that the library has considered at prior year-ends, but didn't last year. Discussion was had over pros and cons of revenue coming in October and the line-of-credit available.

Motion to pay additional \$73,000 toward mortgage principal by T. Wilbert, seconded by R. English. All in Favor. Accepted.

BUILDINGS AND GROUNDS:

Pillar Painting

BS Miller will try JobCorp one more time.

E. Nesbitt has a lead and will give info to BS Miller.

Watering

BS Miller and Alisha have been watering daily to keep the new plants alive.

BS Miller will prune off the head flower heads.

Rate for cleaner

The current rate is \$400 a week and we supply the cleaning materials. Terri does an excellent job and this seems like the going rate.

NOMINATIONS AND ELECTIONS:

L. Weller will not be the schools appointed representative.

Motion to appoint L. Weller to the vacant seat until May 2019 Trustee elections by G. Nauden, seconded by R. English. All in favor. Accepted.

PERSONNEL:

The committee met on July 5th to discuss several items with T. Wilbert, C. Miller and G. Nauden in attendance.

-The committee wants all positions announced and applications reviews by personnel committee.

-The committee wants to review applications for the Adult Services Librarian position with the Director and schedule interviews with the qualified applicants.

-The committee created a job description for the Public Relations, Marketing and Website Coordinator position that the board has talked about. They would like the rest of the Trustees to review it and send comments/feedback to the committee by August 1st.

Motion to amend Record Retention Policy to retain all job applications for three years by T. Wilbert, seconded by C. Miller. All in favor. Accepted.

PLANNING: None

FRIENDS of the LIBRARY:

OLD BUSINESS

Trustee Training

K. Doherty and G. Nauden attended the NIOGA Trustee training on June 28th. Lisa Erickson from NIOGA hopes to go out to libraries in the future for trustee training with 5 different training modules.

Status of Electronic Sign

K. Doherty will be asking Landscape Architect to stop in regarding the expansion of the Children's Garden.

NEW BUSINESS: None

SUMMER READING UPDATE:

Statistics are in the Director's Report

PUBLIC FORUM OPPORTUNITY: No one present

CONCERNS AROUND THE TABLE:

Meetings will be changed to the 3rd Wednesday of the month to help reduce scheduling conflicts.

ADJOURNMENT: 9:28 p.m. **Motion** by E. Nesbitt, seconded by G. Nauden. All in favor. Accepted.

NEXT MEETING and EVENTS:

August 4	3PM	Last Day of Summer Reading - Ice Cream Social
August 7	6PM	Friends of the Library Meeting
August 15	7PM	Regular Trustee Meeting

Respectfully submitted,

Gloria Nauden, Board of Trustees,
Secretary

Director's Report July 10, 2018

With the advent of weekly updates, I am unsure how you would like me to proceed with monthly report (or weekly reports for that matter.) Because they are included with our minutes I will do a report for tomorrow and you can direct me from there.

Collection

- The latest section to be weeded oversized books.
- Many have been in the collection since 1990s and most do not circulate
- Because our shelves are taller than at Swan a number of the books can be relocated to the main collection where I am hoping they may be found by browsing patrons.
- I am avoiding ordering oversize due to their lack of popularity

Ordering

- I am bringing some examples of how I make decisions on ordering
- Baker and Taylor Catalogs - keep track of all orders which helps eliminate duplicates
- Employee suggestions and patron requests are important
- Best seller lists help make sure we have what people want
- Non-fiction is more difficult to predict usage
- I have purposely not ordered current political non-fiction as it seems very divisive. In checking with the staff there have been very few, in some cases none, requested through interlibrary loan

Donations

- We are all elated with Hoag's latest donation of \$250,000.
- Kevin has the papers showing the transfers and the resulting changes in the mortgage.
- Over the course of the year we have received the following donations to fund programs
- \$5,000 for subsidize the shut in program
- \$1,000 for the purchase of large print non-fiction
- \$1,000 for the purchase of books on women's issues/mysteries
- \$1,000 to provide gift books to children at birth and then yearly on birthdays and Christmas through age 5

Advertising

Our contract with the Pennysaver for 6 months has expired. We feel it is worth repeating for another 6 months. The biggest increase in attendance has been in computer programs.

Summer reading by the numbers: as of July 6

- Total Hours Read: 362 – 5 kids have earned t-shirts
- Total Activities Completed: 97 – 3 kids have gotten t-shirts
- Total Books Read by Adults: 70 – 2 adults have gotten t-shirts
- Free Books given out: 66

- Total registrants: 331

Total program attendance: 950. Last year our total attendance was 1,550. So at the 3 week point we are on pace to exceed that. There are 4 weeks left.

Buildings and Grounds

- We are still fighting to keep the new plants alive with daily watering.
- Our little fruit trees donated by Jim Preston have started to bear fruit.
- I have contacted Ron about continuing the bamboo battle out back
- I have purchased cleaner and stain for the wood around the condensers in the back of the building and am looking for someone to paint that as well as the picnic tables in children's.

HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
Minutes of the Board of Trustees
June 12, 2018 7 PM

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

CALL TO ORDER: 7:09p.m. by President Kevin Doherty

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

Recording Secretary: Teresa Gaylard

REVIEW AND ADOPT AGENDA:

Motion to adopt agenda made by L. Weller, seconded by G. Nauden. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present.

DIRECTOR'S REPORT: See Attached

-Betty Sue clarified the carpet cleaning schedule, the Children's area will be cleaned four times a year, the main library sections will be done twice a year and everything else will be done once a year.

-A reminder to sign-up if you plan to attend Cheryl's retirement dinner on June 23rd. If you can't attend, try to stop in Monday, June 18th for cake.

-A reminder to use the tags Info/Action/Decision in the subject line of emails.

-The Adult Services Librarian position was posted Sunday and we've already received an application.

BOARD CORRESPONDENCE:

The library received four "Discipline is Freedom" essays (Thank You notes) from school students who attended the Garth Fagan performance in May.

REVIEW AND ADOPT MINUTES:

Motion to approve May 9, 2018 minutes by A. Bennett, seconded by T. Wilbert. All in favor. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT:

Motion to approve May 2018 minutes by L. Weller, seconded by C. Miller. All in favor. Accepted.

L. Weller asked why we spend so much on postage. We have had several bigger mailings this winter and we still send out overdue notices. BS Miller will look into the success rate of returned items from notices and if it's worth the cost.

The bank to bank transfer of funds for payroll has been setup. Trustees are wondering if it could be set up to automatically transfer funds so we don't have to worry about doing it every two weeks.

REPORTS AND REQUESTS FROM COMMITTEES

FINANCE COMMITTEE:

The committee met to review the Investment Policy. C. Miller will get in contact with Bonadio to see if we're covered or need to add anything to the fully, partially or unrestricted funds portions.

BUILDINGS AND GROUNDS:

-Everything looked nice for the Strawberry Festival.

-Preston's will be back to finish the landscape.

-The solar panels are doing well for the library and some days we are at net zero.

NOMINATIONS AND ELECTIONS:

-K. Doherty would like to nominate L. Weller to be appointed to the open trustee position as she will no longer be the representative for the school. After discussion, it was decided to wait until after the School Board reorganizes to see who they appoint.

PERSONNEL: None

PLANNING: None

LOCAL HISTORY: None

FRIENDS of the LIBRARY:

-The big booksale is this Saturday, June 16th from 10-4.

-The Friends are organizing Cheryl's retirement dinner.

OLD BUSINESS

-Trustee Training, especially new Trustee orientation.

NIOGA is hosting a Board of Trustee President workshop with Paul Sikora on June 28th, but it's open to any trustee. Kevin and Gloria are already signed up and others are encouraged to attend.

-Status of Electronic Sign

K. Doherty updated us that the price keeps coming down as time passes, so he'd like to wait until we hear back about the grant before moving forward, as it won't cost more to wait.

-Website

K. Doherty mentioned that we've talked about needing someone whose focus is on the website and other social media so the presence is consistent.

Refer to the Planning and Personnel committees the idea of adding a part time position and the duties this person would be responsible for.

NEW BUSINESS

-Librarian advertisement process and next steps

The posting is on several library job list serves, both local and national. A suggestion was to add it to the Department of Labor listing and other job sites. When the deadline of July 13th comes, in BS Miller will have the Personnel Committee help review the applications.

-Review Strawberry festival participation and future potential

The library's presence in the parade was well received and lots of patrons have commented on how much they liked it. The library even won the "Best use of Humor Award."

-Review status of Summer Reading planning and programming

Teresa gave a brief overview of how the reading portion would work this year and mentioned several programs.

PUBLIC FORUM OPPORTUNITY: No one present

CONCERNS AROUND THE TABLE:

G. Nauden had asked for details on the awards given out at the NIOGA Board of Trustees dinner. BS Miller shared her findings 1) NIOGA Outreach Award: library employee or community member who has shown a commitment in providing library services outside the library 2) Norm Sinclair Library Trustee Award: to honor the commitment of a Board of Trustee Member 3) Trustee Certification Program: an online program and you get a certificate when you've completed the lessons.

ADJOURNMENT: 8:25p.m. **Motion** by L. Weller, seconded by G. Nauden. All in favor. Accepted.

NEXT MEETING and EVENTS:

June 23	Cheryl Mowatt retirement reception (RSVP)
July 10	7PM Regular Trustee Meeting

Respectfully submitted,

Gloria Nauden, Board of Trustees,
Secretary

Director's Report June 2018

Question- Do you want me to repeat information from the weekly updates so that everything for the month is recorded in one format? Or-should I archive the weekly reports to keep with the monthly updates?

Landscaping

- Jim Preston did the landscaping around the benches.
- He will be bringing 2 more items for spots behind the middle bench
- for the time being I am very pleased.
- Work will continue with the bamboo in the back
- We will decide what to do with the front after the sign is installed

Students

- We have done several school tours with upper elementary classes
- The kids were super, engaged, well-behaved and interested
- The teachers were very appreciative and said they will absolutely be back
- We have several tours scheduled for next week
- Mr. Gannon brought his AP US History class to delve into the early period of the Erie Canal Construction.
- After school has been a bit of a problem of late with groups of kids coming in and being disruptive. I have called the police twice this week and they have been very supportive.

Library Position

- I have completed the ad for the position of Adult Services Librarian.
- I worked with Tom Bindeman and Lisa Erickson from Nioga and they will handle placing on the List Serves for UB, WYNRLC, NYLA etc.
- The letters and resumes are due by July 13th
- I hope to have someone in place by September.

Nioga

- I attended a Circulation Meeting on 6/6 and will be having a staff meeting next week to update our staff
- I have a difference of opinion with most of the other libraries on the necessity of showing a library card to check out materials. I would be happy to explain this.
- I also attended an online webinar about Novel- our online database provided through Nioga via NYS
- A goal for this year is to familiarize the staff and encourage their use.

Summer Reading

- We are still getting positive feedback on the Garth Fagan program
- Saturday we are marching (or by the time you read this will have marched) in the Strawberry Festival parade.

- Thank you to staff and board who have volunteered to participate. We even have one “friend,” Tammy Golden. We needed one more cart pusher and because she tutors here every day she feels like part of the group and was will to join the book cart drill team!
- We are ready to go for our on-site kick off next Saturday- bounce house, inflatable slide, hots prepared by the Lions Club and more. Stop by!

Carpet Cleaning

- Jack Burriss has worked up a schedule for cleaning the library 4 times a year.
- The children’s area and the main section will be done each time
- Other areas will be cleaned once or twice a year
- Upholstery will be done once as well.
- I think this a good plan for the well-being of the facility
- His first cleaning is taking place at 8:30 on 6/9.

Miscellaneous

I will be sending you a separate email about the plans for Cheryl Mowatt’s retirement party.

I notice that I have not been using tags for emails but then again neither has anyone else. Do you want to try again?

**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 7th, 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 ground 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 2nd Tuesday (June 12th).

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

Respectfully submitted,

Gloria Nauden, Board of Trustees,
Secretary

Director's Report May 9, 2018

- April 18th Teresa and I attended the first Parent/Student Literacy night
- April 19th 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 26th Jake Stinson of "Turf Pro," applied the first treatment of the season for the lawn
- April 29th 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 30th 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 1st 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 23rd – 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 9th and will run until April 30th. 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 Rudnický'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 17th 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 3rd Wednesday
- Conversation of possibly meeting the 1st and 3rd 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 17th 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 ideas 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.

Burriss 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 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 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 22nd.

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

-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

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!