

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
NOTES OF THE BOARD OF TRUSTEES
February 13, 2019**

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

ATTENDANCE: Kevin Doherty, Gloria Nauden, Nicole Bellnier, Linda Weller, Betty Sue Miller (Director), Meghan Coyle (Recording Secretary).
Anitrice Bennett (excused), Rose English excused), Terry Wilbert (excused), Elissa Nesbitt (absent).
Lisa Erickson from the NIOGA Library System cancelled tonight's Trustee training due to the weather.

No meeting due to lack of quorum.

Notes:

- Special resolution for the deaccession of a battle flag from the Civil War in the Library's possession. (*Moved until next meeting*).
26th Colored Regiment Flag - Possibly part of the Curtis collection, according to Susie Gaylord. It is a beautiful antique flag, but it needs repair and the library is not able to correctly repair and maintain.
A patron of the library has put staff in touch with Heritage Auctions, which would put the flag up for auction, with a reserve price of \$10,000. It would need to be shipped soon, so they have time to clean and photograph to enter in the catalogue. Betty Sue has a packet of information about these possibilities, including opinions from Matt Ballard and Bill Lattin about the library's responsibility to save, or not. Her recommendation is to sell and retain a portion of the sale proceeds for upkeep and maintenance for other items in the local history section.
Linda and Gloria both expressed that their first thought would be to keep the flag. After looking at the condition, they realized the library does not have the money to restore or even keep/display the flag properly. Gloria and Nicole would like someone to check into the Smithsonian National Museum of African American History and Culture to see if they have any interest in displaying the flag.
- Review for adoption at the March meeting, the election protocol or the May 2019 Annual Meeting. (*Moved until next meeting*).
Election Protocols need to be reviewed by all board members and adopted. at the March meeting, with any changes wanted. Kevin appointed Nicole to the nominating committee because she is not up for election.
Trustee training with Lisa Erickson to be rescheduled after the May 2019 annual meeting.
- NIOGA Trustee/Director workshop rescheduled to Friday, March 29 at 9:30AM in Lockport; How to Run an Effective Board Meeting.
- Personnel & Finance committees need to meet to figure out how to update vacation/sick pay accruals and rollover.
- Parton cards (requests & complaints)
 - quilt books ordered and called patron.

- particular author, not available yet, patron called with information.
- electric car charger
 - have someone available to give a talk when installed.
- Mobile Print Service (handout) - The MobilePrint Service supports patron printing from virtually every device and any location.
- Catholic Charities, trying to expand their services in Orleans County.
 - info will be taken to the regular shut-in patrons.
- Hands for Hope would like to use the library for a 'hot spot' during the cold weather.
 - they would provide coffee.
 - Betty will get in touch with them to ensure no food prep will take place.
- ADP vs Paychex (handout)- Barb would like to switch to ADP based on cost.
- Betty Sue has a concern over the number of groups requesting meeting rooms and then not showing (handout).
 - emails to go out to confirm reservations.
 - possibility of 3x and you're out.
 - possibility of returnable deposit/donation (returned if you show & leave in good condition).
- Gloria asked about the Tax Cap Form that was mentioned in Betty Sue's November 2 Director's Report. This will be addressed at the March meeting.
- Gloria asked about the labor cost on the hot water heater mentioned in Betty Sue's November 16 Director's Report. Betty explained that the unit itself was covered, but the new pipes were an expense; she will email that amount to Gloria.

Meeting ended at 8:05PM

NEXT MEETING and EVENTS:

March 12	6PM	Friends of the Library
March 13	7 PM	Regular Trustee Meeting

Respectfully submitted,
Gloria Nauden, Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
January 9, 2019**

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

ATTENDANCE: Kevin Doherty, Terry Wilbert, Gloria Nauden, Linda Weller, Anitrice Bennett, Betty Sue Miller (Director). Elissa Nesbitt (excused), Nicole Bellinger (excused), Rose English (absent), Meghan Coyle (Recording Secretary).

Appointment of Meghan Coyle as Temporary Recording Secretary was made by Kevin Doherty. Nauden asked if the Board need to make a motion, and if Coyle was receiving a stipend for services? Doherty said no motion was needed, and Coyle was being paid the same as previous Recording Secretaries.

There was no meeting November 28, 2018 due to lack of quorum. The date of the November meeting was set at the October meeting for the purpose of covering both November and December to avoid scheduling conflicts around the holidays.

REVIEW AND ADOPT AGENDA

Motion to adopt agenda made by L. Weller, seconded by A. Bennett. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present.

T. Wilbert made a **motion** to confirm in an open meeting the interim actions taken pursuant to a package circulated December 17, 2019 and subscribed by Library Trustees, seconded by L. Weller, All in favor. Accepted.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept with regret the resignation as Treasurer and Trustee of Carol N. Miller, received by text message October 17, 2018 and effective October 18, 2018.

The office of Treasurer should not remain vacant during the end of year/start of year period which includes the annual audit.

Resolved: that the Trustee hereby immediately appoint Linda K. Smith, retired Treasurer, as Treasurer of the Library for the interim through the Annual re-organizational Meeting in May 2019, endowing her with voice but not a Trustee vote in all matters.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept the bid and award the contract for a new, four foot by eight foot screen, two-sided outdoor digital sign, per the New York State OGS blanket purchasing contract to Toth Sports for a Daktronics sign, factory finished per their proposal to match the color and profile of the Hoag building, at a cost not to exceed \$60,000.

Resolved: that the staff is authorized to draw an officer is empowered to sign a check for the 50% down payment, the approval of the Treasurer.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept the quote from Goforth Electric, the original construction electrician of the Hoag building, for power and fiber optic cable in separate, buried conduits, as needed, at a cost not to exceed \$6,500.

-Resolved: that the Trustees of the Hoag Library of the Swan Association designate Kevin Doherty as Owner's Agent and Clerk for this sign and flagpole project on a pro-bono basis; and that in that

capacity, he is authorized to negotiate with Tower Construction, Muscarella Masonry or another local contractor for the necessary sonotube pillar work, and brick finishing after excavation for both the sign and the flagpole, and an aggregate cost limit of \$6,000 after which additional Trustee approval shall be required.

DIRECTOR'S REPORT: See Attached

- Betty Sue and Michael (aka Mike) Magnuson (Librarian) attended sexual harassment training.
- Betty Sue, Mike, and Matt Ballard are working together to plan future history related activities/programs.
- Adopt the 2019 budget as presented by the Director.

Betty Sue discussed the difference in the Maintenance- HVAC is due to adding another filter change (4 times a year) to keep the maintenance better/up to date. The routine repairs budget was well underspent but will remain \$30,000 due to the driveway repair and sealing that was planned, but not completed last year; still need to be done this year.

Kevin discussed making mortgage payments ahead of schedule (under debt service /Mtg Payable) due to gifts from the Hoag's and the community. Terry voiced that paying down as much of the principal is a good plan.

Motion made by L. Weller to approve the 2019 budget as presented, seconded by G. Nauden. All in favor, Accepted.

BOARD CORRESPONDENCE:

- Dirk is amazing; great employee
- "I love it here"
- Love the new sign
- Facility is amazing and the staff is phenomenal
- Thank you note from the Breast Cancer Coalition of Rochester for the use of the room.

REVIEW AND ADOPT MINUTES:

Motion to approve the October 17, 2018 minutes as corrected were made by T. Wilbert, seconded by A. Bennett. All in favor. Accepted. (corrections made – if members were absent/excused.)

REVIEW AND ADOPT TREASURER'SREPORT:

Motion to accept the October, November, and December's Treasurer Reports as submitted, made by T. Wilbert, seconded by L. Weller. All in favor. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

PERSONNEL

- Discussion regarding Employee Benefits – Vacation Policy (carrying over paid time off from one year to the next). Referred to the Personnel and Finance Committees.

FINANCE

- Small account at Key Bank account, CD only earned 25 cents last year (Haines). Terry Wilbert made a motion to put the \$2,032.82 towards the principal balance of the mortgage, seconded by L. Weller.

BUILDINGS AND GROUNDS

- Betty Sue asked the Board to look around at the furniture and pay attention to the upholstery on the chairs and couches. Referred to the Building and Grounds Committee.
- Carpets are in great shape and have recently been cleaned.
- L. Weller asked about the shades- they are no longer raising or lowering. Betty Sue has checked with Ron and with the company which installed them about how to lubricate them. They are heavy-duty commercial shades, so they do need to be looked at and fixed by a professional.

NOMINATIONS AND ELECTIONS

- There is a vacancy due to Carol Miller's resignation.
- T. Wilbert said the Committee should meet in February.

PLANNING: None

FRIENDS of the LIBRARY: None

OLD BUSINESS:

- Update on the Black History Month events; still planning.
- Trustee Training will be held at our February Board meeting; Lisa Erickson will be coming from NIOGA.
- Annual Planning for Events: Betty Sue and Theresa are looking into getting the library summer activities on to village, town, or county informational sites. Mike Magnuson is working with Donna Scharping on adult "make it and take it" activities.

NEW BUSINESS:

- Update on new hires.
- Brian Kemp has brought an electric car charger to Betty Sue and is willing to present to the board if needed/wanted. Betty Sue discussed the nearest other charging stations are in Lockport and Batavia; if station is added, the library will automatically show up on apple and google maps. Linda suggested looking into discounts or credits from NYS. Kevin discussed a potential place for the spot and digging a trench in the yard being not too difficult.
- Betty presented a letter from the September meeting of NIOGA member libraries, recommending moving towards a uniform loan periods whenever possible. Uniform loan periods would benefit all our patrons, minimizing confusion over differing due dates on shared materials, and eliminating a common cause of conflict at our Circulation desks. The boards did discuss the trends they see in use of books and movies. Betty Sue said she sees how these are used by our population; her recommendation is to make changes and discuss the future of late fees. She gave us copies of letter to take home to review.
- Elizabeth Haibach (Librarian) is participating in the second class of Leadership Orleans; Sponsor-Hoag Library. A reception will be held tomorrow night at the White Birch in Lyndonville at 5pm; Board members are welcome to attend. Kevin suggested that all 3 new librarians should participate in this program; based on funding and time.

PUBLIC FORUM OPPORTUNITY: None

CONCERNS AROUND THE TABLE:

- Terry mentioned he received a newsletter from NYLA.

ADJOURNMENT: 8:55 p.m. **Motion** by L. Weller, seconded by A. Bennett. All in favor.
Accepted.

NEXT MEETING and EVENTS:

February 12	6PM	Friends of the Library
February 13	7 PM	Regular Trustee Meeting

Respectfully submitted,

Gloria Nauden, Secretary

Director's Report January 9, 2019

Staff

Mike

- has been busy planning tech workshops and setting up times for individual help for patrons.
- He and I have selected 4 movies for Black History month and he has reached out to possible presenters.
- He and I attended a workshop at Nioga on sexual harassment

Elizabeth

- has taken over all social media entries.
- She is also handling our new lighted sign behind the main desk.
- The first Hoag newsletter was sent out recently and she is expanding and cleaning up the database of email addresses.
- will be participating in the year-long program, "Leadership Orleans."

Barb

- will start working with The Bonadio Group on our annual audit on 1/15

Teresa

- attended the NYLA conference in Rochester on November 8th and 9th in Rochester
- I have attached her write up of the event which she said was very worthwhile.
- She and Mike will be attending a workshop on Maker's Spaces and will be returning with ideas we can use in the library.

PTO

- Because employees accrue time off throughout the year and have to use all but one week before the end of the year scheduling time off in December is very difficult.

- Changes cannot be made capriciously but I would like to see the appropriate committee(s) meet to look at some modifications that might be implemented before we get to this point again next year.
- I brought this up in a previous report but because of the lack of a quorum we never addressed it.

The Outdoor Sign

- Moving forward has been approved and there should be more details before the meeting.

The Indoor sign

- I hope you have all had a chance to see the new led sign behind the main desk.

Buildings and Grounds

- Shades in the meeting rooms are becoming impossible to raise and lower.
- Ron tried lubricating them which did not help
- Next step he will take them apart
- Ron feels he will have more success making arrangements to have our parking lot/driveway work done than I did and will reach out in early spring.
- Westfire will be here for an annual system check on 1/10/19 and I hope to receive some answers about why the main door alarm keeps failing to allow the system to be set.
- The first of the quarterly carpet cleaning appointments was on 1/3/19. I am very happy we have established a schedule that seems to meet our needs with some section done all four visits and others less frequently.
- I think we need to start considering the future of our upholstered furniture. Does this fit into the role of one of the committees or should I just start gathering information to present to the whole board.

Solar powered car charging unit

- We have been given a commercial solar power charging unit with the idea we could install it for patron use here.
- I have been sent info and links that will explain some of the options.

- I will give you these links at the meeting.
- If you are interested the donor will be happy to come for a presentation

Schools

- In October we cosponsored another successful “Popcorn and Paperback” set of programs with the Diversity Club, Della Morales, and the new elementary librarian.
- December brought Mrs. Claus to the program and a Valentine day is planned for next month.
- A new set of activities for the month of May is in the planning stage.
- I am meeting with Jessica Beal to set up a program where students from a special class will come to the library to spend some time working. We did this last spring when a group came and spent several hours working in the garden.

*** On January 10th “Leadership Orleans” will be hosting a ‘Class Social with Sponsors.’ This event takes place Thursday, January 10 at 5:00pm at the White Birch in Lyndonville. Elizabeth, Kevin and I will be attending and any other board members are welcome to attend.