

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES**
May 8, 2019

CALL TO ORDER

@ 7:08pm, after the picture

ATTENDANCE:

| | | |
|------------------|----------------------------|-----------------|
| Anitrice Bennett | Maurice Taylor | Terry Wilbert |
| Dan Conrad | Kevin Doherty | Nicole Bellnier |
| Gloria Nauden | Betty Sue Miller- Director | |

REVIEW AND ADOPTION OF THE AGENDA

Moved by Nicole, 2nd by Gloria

PUBLIC FORUM OPPORTUNITY

No Members of the public present at this time

ELECTION OF A CORPORATE SECRETARY:

Gloria nominated Nicole for the position of Secretary, 2nd by Dan
Unanimous yea vote

Brief discussion was had on how to correctly document the minutes. The board and Nicole consulted the rules of minutes & will work together to make the minutes as clear as possible.

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES.

Betty Sue asked again who may be going to the annual banquet, she will call again tomorrow with an approximate number. Two members this year will receive their board certification, Gloria Nauden and Linda Weller from our Board.

This year all the proceeds from the basket auction will go to the Barker Library in aid of replacing their library. The Board Decided to Donate a Lottery Tree for this year's annual banquet. Nicole offered to put together the basket, if the rest of the members bring in a few lotto tickets. Gloria reminded us the Friends usually donate a basket. Nicole will bring in the tree to Betty Sue's office, and wait for members to bring in the tickets.

Theresa, Mike, Elizabeth, and Betty Sue will all be trained on how to operate the sign by the company on Friday the 10th at 2pm. There will be a plan in place for the 'regular' message when there are not particular messages for the library, and how often the sign will be updated. Kevin mentioned that there needs to be a policy in place for what types of messages (for who and when) are put on the sign. Betty Sue mentioned that the library is now co-sponsoring several programs with groups that come in and use the library, which puts the library's logo on them. For now, only programs put on or co-sponsored by the library will be advertised on the sign. Kevin suggested that school events, baccalaureate and school musical or sports would be acceptable. The board needs to set a policy for who can advertise on the board, for programs and community events.

Preston's Landscaping has provided plans for changing the area around the new signs. The plans will be mirrored, same on both sides of the sign. The plants are also similar to some that are already around the library, so this display will match the other landscaping. The Board discussed about possible destruction of the sign if rocks surrounded the sign. Betty Sue made the commitment to contact Preston's & the Albion Police Chief for their opinion & report back to the board

Zaremba group donation - offered a \$25,000 donation to the library. Betty Sue included the letter she received.

After a lengthy discussion, it was the consensus of the board that they would not accept the donation from the Zaremba group.

Mike's activity report- he was hired originally to do adult programs, and has recently been doing several craft days (based on patron requests). He also set up the Civil War days program we recently had, and that is more in his wheelhouse. He is working hard to learn about more crafts, and is really doing his best to keep programs up to date and continue programs patrons are asking for.

Betty Sue has not seen the Brian Kent in a while, so Kevin did a little checking on the provenance of the charging station and has not been able to get much information. Betty Sue and Kevin would like to hold off on putting this in the ground, just until they get a little more information about where the charger came from. Betty reminded us that putting in the charging station in will also automatically put in a marker on maps (Google and maps).

Betty Sue let the board know how the George Washington letter (written in 1784) went from library storage to a facebook post, the Orleans Hub, a larger paper, and Betty Sue was interviewed by Channel 2 on Tuesday morning about the letter and its provenance.

Not on the list, but Betty Sue would like the board to set a policy for the future for donations (physical items, not money). There is currently no policy for what the library will accept. There is no line item in the budget for restoration, or for the display of new items. How can she justify spending the money on restoration if there is no policy. And, how to move forward with the items we already have, and future items that may or may not be donated.

Strawberry Festival- there will be dancing in the parade again this year, as an advertisement for the library and the summer reading program. They are looking for volunteers to walk/dance/push carts in the parade.

REVIEW AND ADOPT

March 2019 minutes

March 2019 Treasurer's report

April meeting notes

Nicole motions that all be approved as a group, Maurice 2nd

Unanimous yea

No committee reports at this time-

Kevin asked that people let him know tonight or via email any committee meetings board members would like to be on, or really not be on.

Kevin and Betty Sue explained to some of the new members what the role of the Friends of the Library plays for the library and why they have a spot on the board agenda at each meeting.

Gloria asked if there was/should be a Local History committee, as it's in the blue binder of information she has. Kevin discussed that some committees are required by the by-laws of the board, and others are at the discretion of the board. Betty Sue reminded the board that there is not a line item for the purchase or restoration of historical items (discussed during her report).

PERSONNEL-

Gloria would like to be on this committee

FINANCE-

BUILDINGS & GROUNDS-

NOMINATIONS-

PLANNING-

Gloria would like to be on this committee

FRIENDS of the LIBRARY

OLD BUSINESS:

- Authorize the Director's Purchasing Limits to remain:
 - \$3,000 for current vendor under contract
 - \$2,000 for vendor not a current contractor

As per the March 14, 2018 board meeting at which the Board increased the limit in which the Director may purchase without additional approval from \$1,000 to \$3,000 for Equipment, Materials, Service, or Labor from a current vendor under agreement, and \$2,000 for new materials, service, or labor from a vendor with whom the Library does not have an existing contractual relationship.

Affirm the current limits until changed- Anitrice, 2nd by Nicole

- Update on Digital Sign; flagpole in process
 - Will be adding a light (on the flagpole). Kevin shared some ideas
- Stacy Kirby mural in Curtis meeting room
 - Waiting on further information and designs from Stacy
- Electric Charging Station; no change
 - Discussed under the Director's report

NEW BUSINESS:

-Motion to accept the bid of Finnefrock Paving, LLC in the amount of \$21,450 for the milling, repaving, and striping of that portion of the driveways east of the pedestrian crosswalk and including both Main Street entrances; plus repair and repaving of the library's half of the south Liberty Street entrance, per the proposal of April 25th, 2019

Nicole moved, Anitrice 2nd

Unanimous yeas vote

-Motion to make an extra principal payment of the Steuben Trust mortgage in the amount of \$60,000, with the advanced knowledge that this will force the use of the Steuben Line of Credit for one or more months prior to receipt of the tax levy check from the Albion School District in October 2019.

Terry moved, Gloria 2nd-

unanimous yeas vote

CONCERNS AROUND THE TABLE:

Terry would like the board to look at some of the programs the library does- Black History Month, Hispanic History Month, Indigenous People activities/month

Gloria- she went to a NIOGA meeting in March and came back with the suggestion that all Library Meetings begin with the pledge to the flag.

ADJOURNMENT:

Dan moved to adjourn the meeting, 2nd by Anitrice @ 9:17

Unanimous yeas vote

Respectfully submitted,

Nicole Bellnier, Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
NOTES OF THE BOARD OF TRUSTEES
(No Quorum)
April 10, 2019**

CALL TO ORDER: 7:05 p.m. by President Kevin Doherty

Appointment by the Chair of a Temporary Recording Secretary - Meghan Coyle

PRESENT: Kevin Doherty, Gloria Nauden, Nicole Bellnier, Anitrice Bennett, Betty Sue Miller (Director).

Rose English (excused), Linda Weller (excused) Terry Wilbert (excused), Elissa Nesbitt (absent).

Public Forum Opportunity

Maurice Taylor – Library Trustee candidate.

NO MEETING DUE TO LACK OF QUORUM

Notes:

- Betty Sue distributed a Director's report to members present.
- Betty Sue said Barb wanted to know if there are any policies regarding paying bills online. Kevin suggested, this question be run by the accountant and/or the lawyer. Betty Sue is going to check with the accountant and the lawyer, to check the legality of doing this with public, bonded money.
- Friends would like to start their book sale the opening week of the summer reading program.
- Possible Narcan training for library staff.
- Betty Sue will forward an email to all board members from the Zaremba Group; Dollar General is proposing to build a new store in Gaines and give the library a \$25,000 donation, contingent upon Dollar General obtaining approvals to construct a new store in Gaines.
- Paying down on the mortgage; discuss at next board meeting.

Respectfully submitted,
Gloria Nauden, Secretary

NEXT MEETINGS and EVENTS

| | |
|--------|---|
| May 6 | Hoag Library Annual Meeting Polls Open at noon General Meeting starts at 7 PM Reorganizational Meeting of the Trustees follows immediately |
| May 7 | 6 PM Friends Meeting |
| May 8 | 7 PM Regular Trustee Meeting |
| May 14 | 7 PM High School LGI Budget Hearing |
| May 21 | Noon until 8 PM Budget, School Board and Library Vote |
| May 22 | NIOGA Annual Meeting, Quality Inn Batavia (Raffle Basket Requested) |

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
March 13, 2019**

CALL TO ORDER: 6:35 p.m. by President Kevin Doherty

ATTENDANCE: Kevin Doherty, Terry Wilbert, Gloria Nauden, Anitrice Bennett, and Linda Weller.

Nicole Bellnier (excused), Rose English (excused), Elissa Nesbitt (excused).

Betty Sue Miller, Director (not present).

Meghan Coyle, Recording Secretary (present)

REVIEW and ADOPT AGENDA

Motion to adopt agenda made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

RECEIVE THE ANNUAL AUDIT REPORT FOR 2018

Presentation and explanations from Jonathan Miller (Bonadio Group-CPAs, Consultants)

ADOPT THE ANNUAL AUDIT FOR 2018 prepared by the Bonadio Group-CPAs, Consultants

Accept the audit; note on the Hoag Library website that a copy is available from the Director during regular business hours. Motion to accept made by T. Wilbert, seconded by L. Weller.

All in favor. Motion carried.

Motion to authorize K. Doherty to sign the form 990 to be filed by the Bonadio Group-CPAs, Consultants, 2018 auditors. Motion made by L. Weller, seconded by G. Nauden.

All in favor. Motion carried.

PUBLIC FORUM OPPORTUNITY

Community members present – Tom Rivers and Tom Tabor.

Tom Rivers spoke to his want for the library to keep the civil war flag, and not to sell it to a collector. He thinks the town and community miss out on multiple opportunities to collect on the heritage that is here, and our history. He feels that to sell the flag would be another missed opportunity to spread around the history we have. He suggested keeping the flag and to delay the vote.

Tom Tabor found the minimum to restore the flag would be \$8K, and that a restoration would only possibly increase the value. He said there is no way to correctly preserve or display (safely) the flag. He said the way it has previously been stored is basically the same as not having it.

SPECIAL RESOLUTIONS for the deaccession of a battle flag from the Civil War in the Library's possession:

-Declaration and authorization for deaccession

Whereas the Hoag Library has in its possession a Civil War era flag from the 26th Regiment US Colored Troops from New York City, and whereas there is no recorded provenance for this item; and whereas to the best of our knowledge and belief, there is no known historical connection to a

person or organization in Orleans County; and whereas an historical artifact best serves its heritage in a venue in which it can be displayed and curated by professionals; be therefore resolved, that the Trustees of the Hoag Library of the Swan Library Association declare that the flag noted is not an artifact consistent with the library's mission; and shall consider an appropriate deaccession.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

-Authorize contract with Heritage Auctions

The President is hereby authorized to sign an auction agreement with heritage Auctions of Dallas, Texas, to include the 26th US Colored Troops flag now in the possession of the Library in a spring/summer auction, at a reserve price of \$10,000, and agreeing to a 5% commission on the hammer price to be deducted by the Heritage Auctions from the final settlement.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

-Authorize crating and shipping

The Library Director is authorized to the contract to appropriate crating and insured shipment to deliver the 26th US Colored Troops flag safely to Heritage Auctions, at a cost not to exceed \$750, paid to account A, postage and freight.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

Adopt Election Protocol for May 6 Annual Meeting

Update the website with the latest version of the Election Protocol, edited for 2019.

Motion made by G. Nauden to adopt the Election Protocol for 2019, seconded by, L. Weller.

All in favor. Motion carried.

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES

G. Nauden had a question from the November 2nd report regarding a tax cap form that had not been approved for filing. Resolution at the next Board meeting.

G. Nauden questioned the labor cost on the hot water heater mentioned in the November 16th report. Instructed to contact Betty Sue.

T. Wilbert had a question about the dollar amount the library is asking the school for; dollar amount stayed the same from last year to this year.

REVIEW and ADOPT MINUTES

Motion to approve the January 9, 2019 minutes made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

REVIEW and ADOPT TREASURER REPORT

Motion to accept the January 2019 and February 2019 treasurer reports as submitted, made by A. Bennett, seconded by L. Weller.

All in favor. Motion carried.

CORRESPONDENCE FOLDER

Request from the NIOGA Board President that the Trustees of each member Library

raise \$500 for presentation to the Barker Free Library at the NIOGA Annual Meeting, Wednesday, May 22 at the Quality Inn in Batavia. (This would be in addition to the Friends' fundraiser)

Note from a patron – You guys are doing an awesome job. Thanks for making this place warm and inviting.

Conversation about donated electric car charging station
Kevin's question about the electric car charger is about where it came from; not ready to move forward until this information is gained.

Conversation about a mural
Stacy Kirby is interested in painting a mural in the entrance of the building, and she thinks she can find funding from Go-Art to cover the cost. The board is generally in favor of that and Betty Sue will continue discussions about this project.

REPORTS and REQUESTS FROM COMMITTEES

(Committees did not meet in the past month)

PERSONNEL – Need to schedule a meeting to discuss carrying over paid time off from one year to the next.

FINANCE – Need to schedule a meeting to discuss carrying over paid time off from one year to the next.

BUILDINGS and GROUNDS

NOMINATIONS and ELECTIONS – Need to schedule a meeting.
PLANNING

FRIENDS of THE LIBRARY

RECAP – BLACK HISTORY MONTH

- Plan now for next year's activities.
 - Activities later in the day/evening, so more working people can attend.
 - Possibility of having the Black Storytellers League of Rochester again; coordinate with the school district so the students can see this group.
 - Suggestion to partner with the AHS diversity club.
 - Contact other libraries and ask what programs they offer during Black History month.
 - Eliminate the movie night; not a popular activity.
 - Suggested that the events for next year focus a little more on lesser-known, and maybe even local African Americans from history. There is usually a focus on a group of well-known individuals, and to focus on a wider variety of famous contributions to history is important.
- Distributed were updates from Teresa Gaylord, Elizabeth Haibach, and Mike Magnuson on various activities/programs held at the library.
It was discussed that this is a nice thing to include in the board agenda and members would like to see it again.

CONCERNS AROUND THE TABLE

-L. Weller asked if the staff has changed their timekeeping and payroll to ADP? Kevin reported yes. She also asked about the Hands for Hope Truck.

She also like to discuss at our next meeting, groups failing to show after reserving a room.

-G. Nauden mentioned that at the March 2018 meeting the Board increased the limit under which the Director may purchase Equipment, Materials, Service or Labor without additional approval; from \$1,000 to \$3,000 for current vendors under contract, and \$2,000 for vendors without an existing contract. Motion to increase limits through 2018 with a review at the end of 2018. Board need to review.

ADJOURNMENT

9:13 pm – Motion made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

Respectfully submitted,
Gloria Nauden, Secretary

NEXT MEETINGS and EVENTS

April 9 6 PM Friends Meeting

April 10 7 PM Trustee Meeting

May 6 Hoag Library Annual Meeting
Polls Open at noon
General Meeting starts at 7 PM
Reorganizational Meeting of the Trustees follows immediately

May 7 6 PM Friends Meeting

May 8 7 PM Regular Trustee Meeting

May 14 7 PM High School LGI Budget Hearing

May 21 Noon until 8 PM Budget, School Board and Library Vote

May 22 NIOGA Annual Meeting, Quality Inn Batavia (Raffle Basket Requested)

Directors Report March 13, 2019

Historic Flag

- 2 articles. The Hub and Batavia Daily News. An email from the Buffalo News expressing interest in writing a story. Some inaccuracies in The Hub.
- Several people have asked to view it.
- It will be brought out to display during programs in April when we will be hosting a series of events all relating to the Civil War.
- Most conversation has been positive with understanding that we do not have the funds/knowledge to conserve or security to display.

The Sign

- I will have the “brick sample” for you to view.
- Consensus is it looks good.
- Sign is in production and construction date should be set as soon as we know it is being shipped.

Meeting Recaps

- Linda Weller has volunteered to recap responsibilities for individuals and committees at the end of each regular meeting. This will make it easier for people to know what needs to be done before the next meeting instead of waiting to read the minutes of the meeting.
- Kevin said Jan Albanese used to do this when she was on the board and it was very helpful.

Mural

- I have been contacted by Stacy Kirby about creating a mural for the library and I have attached her email here.
- I think this would be a terrific addition to the library.
- I have responded to Stacey and hope to hear back soon about meeting together.

Attn: Betty Sue Miller

Hello!

I was wondering if you would be interested in discussing the creation of a public mural installation for the library, in 2019? There is funding available through GoArt! each year, which, in combination with public support, provides the opportunity to really maximize the scope of public art.

If there is interest in pursuing such a project, I would love to discuss it with you! I've been painting murals for 15 years, including everything from installations right over the canal, on bridges, and a variety of other surfaces and locations. I have a lot of passion for public art, especially when books are involved, and I would LOVE to work with my hometown library to create something amazing for the community of Albion.

You can see examples of my work [here](#), on my website, as well as down the road (the recently installed Charles Howard Mural).

Thanks for your consideration!

Stacey

Employees

- I have asked Mike to prepare a recap of Black History month.
- He is working on a set of programs in April that relate to the Civil War. April was chosen as it is the month of both the beginning and the ending of the War.
- Mike has also set up a “make it and take” set of craft days for the month of March called TGIFCD and former board member Dona Scharping has been instrumental in leading several and would like to continue.
- I have asked Teresa to write up a brief description of what she has been working on.
- Plans are well under way for Summer reading. The theme this year is “A Universe of Stories.”
- We have been asked to participate at the Middle School Literacy night again this year and Teresa and I will be attending.
- I have also asked Elizabeth to give a brief recap of what she has been working on in March. She continues to expand our reach within the community and is always looking for new ways to bring attention to the library and what we do.
- Moving forward I am going to ask each of the librarians to submit a brief report each month so you can hear what is going on from those who are making it happen.

Advocacy

- During February we had a letter writing campaign asking our representatives in Albany to fight for restoration of funding for libraries in the state budget. The letters were forwarded to Nioga who then sent all letter from the system to Albany.
- We also created postcards for patrons to sign to encourage support and then postage was provided to send them to individuals who represent us which meant we incurred no mailing cost.

Teen Room

- Bill Lattin and I have discussed ways to “cozy up” the room.
- Painting one or more walls.
- Adding art work such as a mobile,

- Seeing if the school might want to provide items of student work which could be rotated.
- Adding top shelves to the cases to make them more finished and provide display area.
- Adding curtains to the windows.
- Thoughts?

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
NOTES OF THE BOARD OF TRUSTEES
(No Quorum)
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.