

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
February 12, 2020**

CALL TO ORDER: 7:06 pm by President Kevin Doherty

ATTENDANCE:

Kevin Doherty Linda Weller Debbie DiBacco Gloria Nauden
Anitrice Bennett Terry Wilbert Dan Conrad Betty Sue Miller (Director)
Joyce Riley *excused* Maurice Taylor *absent*

Temporary Recording Secretary: Meghan Coyle

PUBLIC FORUM: None

REVIEW and ADOPT AGENDA:

Add two items – Trustee Absence and Treasurer’s report. Motion to adopt agenda with adjustments by Linda Weller, seconded by Dan Conrad. All in favor. Accepted

REVIEW AND ADOPT MINUTES:

Minutes from meeting of January 8, 2020 – Gloria could not see in the minutes where it said the treasurer’s report from December was reviewed and adopted. Betty Sue read through the notes from January and it was not an action item in the agenda separate from the budget that was discussed. Motion to adopt minutes by Linda Weller, seconded by Dan Conrad. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT:

December’s treasurer’s report will be included in next month’s packet so that it can be reviewed and adopted. Motioned to adopt January’s Treasurer’s report by Linda Weller, seconded by Dan Conrad. All in favor. Accepted.

DIRECTOR’S REPORT: See Attached

Discussion about Bibliotheca vs. InfoTech. Final decision was to no renew with Bibliotheca and will revisit the option with InfoTech at the next meeting with answers Betty Sue will find out about in the meantime regarding compatibility with our present system through NIOGA.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

Finalize raises – some action needs to be taken to justify paying the employees the amount they are paid. Terry stated the finance committee is still getting

recommendations and talking to other libraries to see how they structure how they pay their employees.

Once personnel costs are finalized, the budget can be finalized. It was suggested that the finance and personnel committees try to meet together.

BUILDING AND GROUNDS:

- Mowing – this was approved in October to bid for a year, renewable up to 3 years
- Parking Lot Sealing – suggestions were Doyle, Finnefrock, and request that other recommendations be sent to Betty Sue in the next week.

NOMINATIONS and ELECTIONS:

Meeting held on February 26th

- Petitions will be available the day after the next meeting – 3/11/20
- Committee will meet at a later time
- Reduced the number of signatures from 25 to 20
- Some changes/updates to the actual petition
- The Election committee will be doing the counting this year
- The Pilon room will be used for voting this year
- The Friends of the Library have been asked to man the voting tables

Motion made by Joyce to approve with the adjustments as indicated by Gloria, seconded, All in favor.

Accepted

PERSONNEL:

Will try to plan a meeting to make recommendations for the finance committee

PLANNING:

The new policies were included in the board packet this month. There are new No Smoking signs, which will go up in the Spring (when the ground is softer).

LOCAL HISTORY: No report.

FRIENDS OF SWAN LIBRARY:

- Very successful book sale. They made \$185
- Their last meeting was attended by 9 people
- There are 10 new volunteers for the staff book sale

OLD BUSINESS:

NEW BUSINESS:

Stacy applied for a Spark Grant and will host some painting classes this Summer during the Summer Reading Program. She will also create 10 smaller works of art that will be placed around the library. She let Betty Sue know the grant was approved.

TRUSTEE ABSENCE -

Kevin asked the members of the board to review the by-laws and opened the floor to discussion about the absences of Maurice Taylor. There was some discussion, Kevin said the by-laws are clear. If no action is taken tonight, this is an automatic removal.

CONCERNS AROUND THE TABLE:

Gloria – People Embracing Diversity will have a guest speaker on May 2nd, speaking about the Native American boarding schools. Gloria asked if that can go on the sign, and Betty Sue said that if the Library is a co-sponsor then it can go on the sign, on the website, and on the facebook page.

Terry mentioned that some of the larger libraries are participating in a McMillan Publishers boycott, and said NIOGA is on the fence about the boycott. Does the Hoag have a stance on this? Betty Sue said that the e-books that we provide are actually bought/owned by NIOGA, so the Hoag cannot really have a stance, since it does not purchase e-books directly.

PUBLIC FORUM: None

ADJOURNMENT:

Anitrice made a motion to adjourn
Debbie seconded at 8:56 - Accepted

Respectfully submitted,

Linda Weller, Secretary

NEXT MEETING AND EVENTS:

Personnel Committee Meeting	February 26, 2020 – 6PM
Buildings and Grounds Meeting	March 10, 2020 – 6:30PM
Friends Meeting	March 10, 2020 – 6PM
Regular Trustee meeting	March 11, 2020 – 6:30pm

February 12, 2020 - Director's Report

Schools

- The Albion Teachers Association has scheduled two events. On March 31st they would like to hold another Teacher Open House following the same format as before.
- On April 8th the group is hosting an informational meeting for individuals who may be interested in running for the school board.
- On March 30th we will be hosting the annual "Empty Bowl" event which raises money for the food pantry.
- Jessica Beale brought a group of students for a tour
- At the end of February through early March one small group of students will be coming daily to perform chores around the library. This is the second year for this.
- The Pride Alliance, the high school's Gay/Straight Alliance, has reached out to plan an event here at the library (poetry reading, a craft event, story reading etc.) the goal is to foster inclusivity with in the community.

Donations

1/13/2020		3308	\$100.00	Donation
1/29/2020	Orleans County	4543	\$2,789.80	
2/3/2020		1500	\$5,000.00	Donation
2/3/2020	Xerox Corporation - Book Vending Machine	361812	\$7,768.00	Donation Donation IMO Jo
2/3/2020		3558813	\$100.00	Ogden

EV Charger

- Quote for two EV chargers plus installation \$4050 from Goforth Electric
- Contacted NYSERDA and I need to apply for the grant but it appears there should be no problem qualifying
- State will pay a flat rate of \$4000 per charger regardless of prices so if cost is less the remainder stays with the grantee.
- Some of the requirements will cause the cost to rise: charger selected from specific models, must be networkable in order for state to collect data.
- I have forwarded the information to Nathan London so he can meet the requirements and revise the bid.
- It should still be under the \$4000 per unit.

Flag

- Contacted Textile conservation of NYC with phone call and email with photo and information.
- Have not had a response yet-sent second text.
- Attempted to contact the Military Museum in Saratoga but no response.
- Have two more places to try to try.

Donor Event-Saturday March 21st 3-5

- Invitations have been ordered and will be sent when received.
- Music has been procured.
- Working on food.
- If anyone would like to solicit food items, the help would be greatly appreciated.

Mural in Curtis Room

- Will be done and installed prior to the Donor Event.
- Have created a list of items to be taken care of while we have the lift.
- Cleaning of Clerestory window.
 1. Re-caulking of heat pipes.
 2. Repair window mechanics
 3. Move art work
 4. Repair ceiling in Curtis Room and Children's Library
 5. Please add to this list if there are things you have noticed that could be taken care of at this time.

Community Involvement

- Met with Senator Rob Ortt on 1/16 to talk about advocating for restoration of library funding on the state level. Librarians and Board members involved in brainstorming beyond the usual letter and post card campaigns.
- Met with Assemblyman Steve Hawley on 1/31 on same topic.
- One suggestion involved creating short videos that could be sent through email or on flash drives.
- Another was to stress all of the places libraries are being asked to provide more services as government agencies and business send people to the library for help. My examples were: providing tax forms, helping people apply for low income housing that must be done on computer and helping people sent by the county to obtain forms for such things as divorce.
- The state is also depending on libraries to be centers for helping people fill out census forms.

- I met with Jim Bensley, the Head of Orleans County Planning on ways to be a community partner in getting everyone counted.

Circulation System

- We need to either renew the contract with Bibliotheca or move to an arrangement with Info Tech.
- I have attached the two quotes and will explain at the meeting.

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
January 8, 2020**

CALL TO ORDER: 7:17 p.m. by President Kevin Doherty

ATTENDANCE:

Kevin Doherty	Terry Wilbert	Gloria Nauden	Debbie DiBacco,
Joyce Riley	Dan Conrad	Betty Sue Miller (Director)	
Excused:	Anitrice Bennet	Linda Weller	
Absent:	Maurice Taylor		

Recording Secretary: Meghan Coyle

REVIEW AND ADOPT AGENDA

Motion to adopt agenda made by T. Wilbert, seconded by D. DiBacco. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present.

DIRECTOR'S REPORT: See Attached

BOARD CORRESPONDENCE:

- Patron complained about computers being slow while they were in the process of updating

REVIEW AND ADOPT MINUTES:

Motion to approve reviewed notes from December 2019 meeting. Gloria asked that Rose English be added as a contact for Step team. Motion made to accept the December Notes with additions by G. Nauden, seconded by D. DiBacco. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT:

REPORTS AND REQUESTS FROM COMMITTEES:

PERSONNEL: None

FINANCE

- Kevin stated many municipalities rotate their auditors every several years to reduce the possibilities of 'finagling'. No board member dissented re: current auditors
- Decision what to do with Paul Haines Memorial Fund. Letter in folder showing less than \$3 interest made.

Motioned made by G. Nauden for Terry to talk with the Haines family to see if the fund can be ended and used in another way that they desire.

Motion to reimburse mileage at the current IRS rate each year at the January meeting by J. Riley, seconded by D. DiBacco. All in favor. Accepted

Motion made to authorize Betty Sue and Barb to continue paying expenses as they have been until further notice by G. Nauden, seconded by T. Wilbert. All in favor. Accepted

BUDGET:

- Discussion had about 2020 budget. Budget to be approved for \$741,790 with payroll at \$338,000. The Board will have opportunity at latter date to adjust proportions or percentages within this total amount.

Motion made by J. Riley to accept the tax levy of \$713,000 as proposed, T. Wilbert seconded. All in favor. Accepted

BUILDINGS AND GROUNDS: None

NOMINATIONS AND ELECTIONS

- Terry Wilbert, Gloria Nauden and Debbie DiBacco were appointed to this committee. Committee will meet to adopt protocol for the May election.

PLANNING:

- Review and Adopt changes in Policies, Section 1.2
 - Patron code of Conduct Policy, item 4 Dress
J. Riley asked to add the language “shirt/top” be included between the words “including and footwear”

Motion made to accept the amended policy section 1.2 item 4 as recommended with additions by T. Wilbert, seconded by J. Riley. All in favor. Accepted

Motion to add the word “grounds” at the end of the above policy by T. Wilbert, seconded by G. Nauden. All in favor. Accepted

FRIENDS of the LIBRARY:

- Tasty Treats
 - Event went well: Dubby’s Pizza only charged for the ingredients
 - Netted \$800

OLD BUSINESS:

Motion made to accept the weathervane from Donna Wolcott that came from the top of the Swan Family Home made by D. DiBacco, seconded J. Riley. All in favor. Accepted

- Discussion had regarding an anonymous donation of \$10,000 toward restoration of the Confederate Flag. No additional monies will go toward this project unless donated.

NEW BUSINESS:

- Picture sent to Board Members of Book Vending Machine
- Books are being returned with bed bugs and cockroaches, Betty Sue is looking into providing large baggies and totes for patrons identified as bringing items back with bugs. She will also assign a staff member to check the returned materials

PUBLIC FORUM OPPORTUNITY: None

CONCERNS AROUND THE TABLE: None

ADJOURNMENT: . Motion

NEXT MEETING and EVENTS:

January 9	4:30 – 5:30PM Membership for the Leadership Orleans at White Birch in Lyndonville
January 16	Senator Ortt and Assemblyman Morinello to have Open Forum at the Lewiston Public Library to discuss library funding.
January 25	Friends Book Sale
February 12	Next Library Board Meeting

Respectfully submitted,

Joyce A. Riley, Secretary

Director's Report for January 8, 2020

As I work to develop the agendas for your meetings I find that I have been duplicating items from previous agendas in my reports. Please bear with me as I try to streamline the process while still providing you with information that either will not be mentioned on the meeting agenda or that needs to be explained more fully before the meeting.

Buildings and grounds

- Rug Cleaning- all on January 3rd
- Floor refinishing on January 10th
- Have not heard from roof warranty people recently.
- Terry brought in the geraniums, repotted them and placed them in windows around the library. They look great. We will be more carefully about hardening them off before they are returned outside in the spring.
- Mowing costs for the past three years are included on a spread sheet attachment I have included with this e-mail. The purpose, as I recall was to decide how to proceed for next season.

Schools

- We will be receiving a check for \$7,500 from Xerox at the end of January or the beginning of February. This is for the purchase of a book vending machine.
 1. The machines vary widely in price but none is anywhere near the amount provided so there will be funds for stacking the vending machine.
 2. I am thinking that removing one of the shelving units in the foyer would make the best place for this but need more research on sizes.
 3. I am including one image in an attachment for you to get the idea.
- We have had several teachers make use of services we promoted at the open house
 1. Pulling books for a project
 2. Setting up a cart of books for an AP history class

Planning/Hygiene Policy changes

I am attaching the policy changes that I first brought to board for the September meeting in hopes that we can adopt the changes and make the updates in the handbooks.

- One clarifies hygiene expectations with more precise wording
- The seconds declares the entire property is to be smoke free
- We are in need of a policy on how to deal with materials being returned with evidence of bed bugs, cockroaches or other insects. I would prefer to discuss this at a meeting rather than in this report. Nothing is currently in the policy handbook so this would require a new policy

The flag

- We have received a donation for \$10,000 to be used for the preservation of the USCT flag from the Civil War.
- I will reach out to the state library for information on how to pursue having the flag analyzed.

Gift from Donna Wolcott

- Last month I shared a photo of the ornamentation from the top of the Swan Carriage house which was located where Wolcott's Dairy was.
- She would like to see it somewhere here.
- Picture in attachment