

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
July 15, 2020 7:00 PM**

**CALL TO ORDER:** 7:10p. by President Terry Wilbert

**ATTENDANCE:** Terry Wilbert, Gloria Nauden, Dan Conrad, Debbie DiBacco, Linda Weller, Anitrice Bennett, Kathy Harling, Joyce Riley, Allyson DeBoard, Betty Sue Miller (director)

Recording Secretary: Meghan Coyle

**PLEDGE TO THE FLAG**

**REVIEW AND ADOPT AGENDA:**

Linda asked that an item she emailed Terry, a policy from pg. 43 of the handbook, be added to the agenda

**Motion** to adopt agenda with one addition by J. Riley, seconded by A. Bennett. All in favor. Accepted

Discussion of the use of Robert's Rules of order

**ELECTION OF REMAINING OFFICERS:**

Introduction of each board member.

Nomination for VP: G. Nauden nominates Dan Conrad, 2<sup>nd</sup> by A. DeBoard; L. Weller nominates Anitrice Bennett, 2<sup>nd</sup> J. Riley. Motion to close nominations by D. DiBacco, 2<sup>nd</sup> L. Weller – All in favor. Accepted

Votes for Dan Conrad – 4

Votes for **Anitrice – 5.**

Nomination for Secretary: G. Nauden nominates Joyce Riley, 2<sup>nd</sup> D. DiBacco, J. Riley nominates Allyson DeBoard, 2<sup>nd</sup> by D. Conrad. Motion to close nomination by G. Nauden, 2<sup>nd</sup> D. Conrad.

Votes for Joyce – 4

Votes for **Allyson – 5**

Nominations for Treasurer: J. Riley nominates Gloria Nauden, 2<sup>nd</sup> by A. Bennett. Motion to close nominations by K. Harling, 2<sup>nd</sup> by A. Bennett. Joyce made the motion to make one motion to vote for Gloria as the treasurer, 2<sup>nd</sup> by Dan

VP – Anitrice Bennett

Secretary – Allyson DeBoard

Treasurer – Gloria Nauden

**PUBLIC FORUM OPPORTUNITY:** No Public Forum at this time, meeting on Zoom

**REVIEW AND ADOPT MINUTES:**

**Motion** to approve May 13, 2020 minutes by D. Conrad, seconded by J. Riley. All in favor. Accepted.

**Motion** to approve 10, 2020 minutes, Gloria saw a spelling error “stick time” should be “sick time” and should be signed by secretary. Motion to accept with additions by J. Riley, 2<sup>nd</sup> A. Bennett. All in favor. Accepted.

Special Meeting of July 8, 2020 notes. Change “4 votes for Linda Weller” as treasurer to 2. Motion to accept the one change by A. Bennett, 2<sup>nd</sup> by D. Conrad. All in favor. Accepted.

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

**Motion** to table June 2020 treasurer’s report until August meeting made by J. Riley, seconded by G. Nauden. All in favor. Accepted.

Discussion of Trustee Training  
Discussion of Committee Responsibilities and Opportunities

**BOARD CORRESPONDENCE:**

**DIRECTOR’S REPORT:**

**REPORTS AND REQUESTS FROM COMMITTEES**

**EXECUTIVE COMMITTEE:**

**PERSONNEL COMMITTEE:**

**FINANCE COMMITTEE:**

**BUILDINGS AND GROUNDS:**

**NOMINATIONS AND ELECTIONS:**

**PLANNING COMMITTEE:**

**LOCAL HISTORY COMMITTEE:**

**FRIENDS of the LIBRARY :**

**AD HOC COMMITTEE ON COVID 19:**

**OLD BUSINESS:**

-Grant Update on NYSERDA charging station project  
Per Betty Sue- there is no new information at this time. She has submitted the application and attempted to reach out for an update, but she has not heard anything at this time.

-Chart of contracts and policies  
Betty Sue has started this chart (listed the things to be added), but has not sent it out to anyone yet. She needs a little more guidance from the building & grounds committee to know what goes on this list, and what is building or furniture upkeep and should not be included. The November meeting stated that the building & grounds committee was going to make this spreadsheet and Betty Sue was waiting to see what the committee wanted to do. Terry said he thought the spreadsheet should include board insurance and other items so the board knows when they are

due. Betty Sue said she was not sure about different insurance in the building & grounds committee meeting. She has the list of things that will need to be re-bid, every year and every three years, but there are also some things that she has difficulty getting bids for. She also shared that some of the contracts have not been rebid in a while, and maybe they should be as the HVAC has been the same company for years, but the company has actually been sold so the relationship has changed. She has the list of things ready to send out, she is just waiting for direction from the building & grounds committee.

#### -Code of ethics for Board members

Terry said the green book talks about having a code of ethics for the board, and the things they should and should not be involved in. Does the board want the planning committee to come up with a code of ethics? Joyce stated that she thinks this should be something the entire board should be involved in. Terry said that this could easily be handled at a special meeting and have the entire board give input on this policy.

Betty Sue stated her concerns as to how the building up keep and fire alarms when they go off in the middle of the night would be handled as the previous board President handled these. She said she was grateful for all of the time and work he put into helping with the upkeep of the building, and she is worried about how she will accomplish everything now. Joyce said that these are two different issues- having someone who is reimbursed for coming out when there is a fire alarm (for example), and having a policy for how the board members are expected to interact with the building. She talked about looking at this from the planning perspective for a policy, but this is not a cut and dry issue. Terry said the planning committee can look at this, and come back to the board as a whole.

#### -Disbursement Policy

Terry said that, as a non-profit, the Board needs to be responsible for every penny that is spent by the library based on the webinar he attended. Even when the library director has a discretionary amount to spend without board approval, it still needs to be reported to the board at the next meeting.

Joyce asked, to clarify, if the previous treasurer's reports were insufficient. Terry said yes, they were. The balance sheets are necessary, but each individual expense needs to be accounted for, to the penny. For example; if candy was purchased for the strawberry festival, there needs to be a specific line item for strawberry festival candy so the public can see which line item that was paid from and on what day, and where that money came from. He is concerned that the library is not following the law and he wants to make sure that we are. Joyce noted that when the auditors came, no one was asking them to say that, they were making their best-practices recommendations. She would like the finance committee to review the audit and what it is Terry is asking the board to change

Terry said the auditors are a commercial company, and do not specify for libraries. So they are possibly not giving advice for the library, just general auditing advice.

Linda said that every time a board member asks what a specific amount was for, Betty Sue (from Barb) has been able to give that information. Terry agreed, but said that this should be a policy change. He got this information from the Webinar he recommended to the board to watch.

#### -Conflict of Interest Policy

Each Board Member needs to have a conflict of interest policy signed and on file. He said that board members and their family members should not do business with the library in any way.

Terry has had one in the past, and he had to recuse himself for any business related to that. Terry said at this time he worries that the board is not in compliance with State and federal laws. Joyce said that this is something that also needs to be reviewed with the personnel committee to see why the policy in place is no longer acceptable.

**-Organizational Chart**

This is something Betty Sue has done for the staff, and Terry would like her to meet with the personnel committee

**-Roof problem [lost shingle]**

Betty Sue said she has not moved forward with this, and she can no longer find the shingle. She's not sure where it came from, so she said maybe someone should go on the roof. Terry said that is a good idea, and Joyce said it sounds like a job for the building & grounds committee

**-Weathervane**

Betty Sue asked Ron to pick this up, and she believes it is sitting out back by the condenser.

**-Book Vending Machine**

Betty Sue's original plan was to have it up and running for the school year, and have it follow the Books for Birth program (0-5years) and have books inside from 5-10years. Also, she had originally thought to put it in the front, but now thinks it would be best to shorten the magazine rack (every year there are fewer and fewer magazines) and place the vending machine there.

Dan said he has heard a lot of positive feedback on the signs out front, and Betty Sue said that they came from NIOGA. She has plans for the next set to go to the cemetery, and she has already gotten permission/approval/permits for those to be placed there as a new book walk for patrons.

**NEW BUSINESS:**

-Access to Building/Keys to Board members

-Meeting recorder and payment

**Motion** to approve Meghan Coyle continuation as recording secretary at the stated rate of pay of \$50. by J. Riley, 2nd by L. Weller. All in favor. Accepted

-Board Training on Sexual Discrimination and Harassment

This is accessible through Paychex, and should be completed by all board members. Terry and Gloria were at a NIOGA workshop where it was recommended that all volunteers and board members also complete this training. Betty Sue said that the Paychex training is for employees, and she's not sure about volunteers and board members. Debbie was instrumental in helping train the staff last year on this very subject. Debbie asked if this would be a part of the conflict of interest Terry was talking about and he said that currently, she would just not be able to participate in any of the discussions on that topic.

Linda added to agenda earlier- pg. 43 of the handbook

She read from this page, regarding the board's responsibility to hire a competent director and the differences in the responsibilities beyond that.

After reading this, Linda pointed out that it specifically says Board Members should have a professional and friendly relationship with staff but should NEVER be involved in staff conflicts or grievances. This is in opposition to Terry's recommendation that the personnel committee be

the point for confidential employee concerns. Terry said he took these notes directly from the lawyer Stephanie Adams.

Terry also said that the board needs to have NIOGA emails set up for board members, so that their personal emails are not FOILable because they are receiving library information in their personal emails. Linda shared that she has experience with this and that this is really the most secure way to share board business

### **BRAIN STORMING**

Terry would like future meetings to end with a brainstorming session on how the board and the library can be run efficiently

**ADJOURNMENT:** 9:10pm **Motion** made by D. Conrad, seconded by J. Riley. All in favor, Accepted.

### **NEXT MEETING AND EVENTS:**

August 12                      7PM                      Regular Trustee Meeting

Respectfully submitted,

Barb Kyler,  
Assistant to the Director

## Director's Report July 15, 2020

This week's attendance numbers:

1. Monday	52
2. Tuesday	141 (approximately 100 more than average for voting)
3. Wednesday	32
4. Thursday	33
5. Friday	45

- We opened at 10:00 each day instead of 1:00 and had people each day at opening.
- 1:00- 3:00ish still seems to be the most popular hours.
- Late afternoon is generally the slowest. Most days there are few after 4:00 and no one after 5:30
- A few patrons are still using "Library-To-Go," and we will continue this.
- All staff will be scheduled on site starting Monday. Librarians have been working from home some days to keep our number in compliance with state regulations.
- Fewer than half the patrons are using the self-checkout. When the new system is in this should be promoted and encouraged.

Nioga information

- I forwarded the information from Ask-A-Lawyer but am not planning on changing our plan as I think it meets the requirement.
- I understand the plan is to hold the next meeting virtually so earlier I forwarded the governor's order extending virtual meetings.
- We have been receiving our materials that have been in other libraries since March. The items have been return to our collection and starting today patrons can submit Interlibrary loan requests and Monday delivery will resume.

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
Special Meeting of the Hoag Library Board  
June 24, 2020 7:00 PM**

**This will be a ZOOM meeting, due to Covid-19 Restrictions**

Listen with curiosity. Speak with honesty. Act with integrity.

**CALL TO ORDER**

Roll Call to confirm audio settings 7:04pm

Anitrice Bennett	Gloria Nauden
Dan Conrad	Terry Wilbert
Debbie DiBacco	Linda Weller
Joyce Riley	Betty Sue Miller

**REVIEW and ADOPT AGENDA**

Addition to the agenda (before the Director's pay)- the board must accept the evaluations the board completed, and the tabulations diligently completed by Joyce Riley

**MOTION - Linda moved with the addition, Dan 2nd- unanimous**

**PUBLIC FORUM OPPORTUNITY** is not available at this meeting

**MOTION:** After executive session on June 10 meeting because public Zoom audience had been dropped

Resolved that the salary of the Library Director be increased by 3.5% retro-active to the effective date of the 2020 staff raises; and

that the retroactive component be paid in a single check

**MOTION - Moved by Joyce, Anitrice 2nd- unanimous**

Kevin discussed the information that was included in the packet compiled by Joyce and sent to each board member in email form prior to the last board meeting. He reminded the board that accepting the evaluations that had been compiled, AND also the recommendations

Joyce moves to accept packet, including the signatures of board members, Debbie 2nd-unanimous

Linda Weller said that she would like to thank Mrs. Riley for the time she put into the evaluation AND for the compilation of the group's evaluations for clear and concise reading. Kevin reiterated this and noted that the board should complete next year's evaluation in October or November to be prepared for pay raises in the new year.

Review of Election Day preparations, execution and clean-up

Betty Sue said that things seemed to run smoothly, and she noted how some of the procedures

were run. The village staff was happy with the space and had a plan for cleaning, and again said they love having voting at the library.

#### CONVERSATION ABOUT LIBRARY RE-OPENING TO DATE AND NEXT STEPS

Kevin asked Betty Sue about opening the library more, and how she was working with the three-person committee on further re-opening practices. Betty Sue ran through the number of patrons the library has seen recently, and the times of day that are busier. She did say that she does not think the library needs to be open later at this time, even though some stores (ACE) are open later than that. The major reason for the later hours is the meeting rooms, so as long as rooms are not open for reservations the later hours are not needed. She also went over some anecdotes for patrons taking advantage of the curbside (vestibule) pick up for books and how that is still helpful to many people who are not comfortable entering the library with other members of the public. The staff is no longer doing some of the shut-in deliveries, but the staff is working with buildings/institutions to do what is best for the people in the homes. If the library moves to be opened more hours, Betty Sue recommends adding hours earlier in the day.

Kevin also had an anecdote of some women from church who were happy with the continued services and the noticeable changes (cleanliness, moving the self-check-out, etc.).

#### DETERMINE THE DATE OF THE ANNUAL MEETING OF THE HOAG LIBRARY OF THE SWAN LIBRARY ASSOCIATION AND THE PROCESS FOR CONSTITUENT VOTING

Kevin asked about plans for the annual meeting and vote, and how this could be run. Should he draw names from a hat or basket, or list them alphabetically... or what would work best? He asked Terry for his thoughts, as he presented at the last meeting on the subject.

Terry said he thought the voting could take place online, and then it could be broadcast for those who were unable to make it. Voting could take place, but it may need a staff member to sit near the ballot box as the Friends of the library may not be having meetings.

Terry noted that he saw Catherine Moore and she said the friends should be able to help.

Dan noted that there are five people running, and there are vacancies plus appointed positions. Kevin did note the names of the five people running, but also said that people who are appointed are at the whim of the position who appointed them, and not all of the positions are full term positions. The election must take place to sort all those out.

Joyce suggested that an ad in the paper, along with the website and sign out front.

Terry discussed different days the election could take place and said that he was concerned about having it in the first week of July and the amount of time it would take to get the word out. Joyce said that she would like to make sure people have enough time to find out about the vote, and then come in if they can. There was discussion of the annual meeting on the 8th and the first meeting with the newly elected members on the 15th- Dan asked if voting on the 3rd would be too early, though there was additional discussion of that being the 4th of July observed and a long weekend with state park camping open.

Linda mentioned that it was nice to see the individual candidate videos for the school board elections, and asked if that was something the library board candidates could possibly do?

Kevin and Terry also discussed posting those to the website and Facebook and the Hub.

**Motion** - To set the date of the annual meeting to July 8th, 2020 with voting to run from noon to



7pm; in the format of the election protocol adopted at the February board meeting.  
**Linda moved, Dan 2nd- unanimous**

Review plans that other Libraries and Organizations have made for COVID19 Sick Time

Kevin said he did not send a formal request to the lawyer on this topic, as it was discussed at the last meeting that he and other board members were going to reach out and try to get some information from other libraries, businesses, and contacts in the region. Kevin did reach out to NIOGA who said they did know about the need but have not really started the process yet. Kevin also said that he thinks the directive from the lawyer will be that the COVID-specific sick time should be completely separate from the general PTO, in the hopes that it could at some point be 'dropped' if the pandemic is over (someday).

Kevin asked Terry and Linda if they had any insight from their contacts in the library or business world: Terry had some guidelines that were related to income-based eligibility and based on the size of the employer.

Linda said that she has seen things all over the place in her field based on how seriously the business is taking the threat and what they think may happen in the fall.

Betty Sue offered to re-share the email she received from Greta at the beginning of this situation. This is the state directives, (and as Kevin pointed out) filtered once through the lawyer's office and giving some more clear and specific information as it relates to the library. Kevin also pointed out that it is the discretion of the library to grant leave time under normal circumstances.

Joyce said that she would like to get a little more guidance from the lawyer on how to move forward, as we aren't sure how long this is going to last and if there may be a second (even longer) wave of cases.

There was discussion on how long it really takes to recover for COVID-19, and how long the policy should last (how many days or hours it should cover). Kevin asked Joyce because she has some experience, and she said it was two full weeks. Though it was possibly longer for some people, giving an employee 80 hours of COVID specific sick time and then if they needed longer to recover, they would clearly be covered by the extended FMLA

Parting Commentary from the President

Kevin left a parting comment about the mission of the library, the gift this library is, and how the community benefits from the library. Even those patrons who may not seem like the typical library patron, that is exactly who needs the library most. Don't screw it up!

Also, he shared some details about how the air system filters the air and how often the air is 'clean' and from the outside is brought in.

Around the table-

Linda said thank you to Kevin for his service, all the time and energy he put into the board and helping make the library what it is. She never hears people complaining about the library and she thanks the board, Betty Sue, and the staff.

Anitrice agrees, thanks you

Joyce agreed with Linda, thanking Kevin for his service and that his love for the library is evident. She also wanted him to know that those running and those still on the board also, in their own way, also love the library.

Kevin reminded the board that there is a plaque across from the desk with the board members who built the new building, and he is the only one left. Different people have different skills; some are builders, and some are fundraisers, and some are planners... and some are better suited to continued running of the library.

Gloria- The minutes are usually read from the last annual meeting. Are there minutes from the last annual meeting? Also, this board is very diverse and it's the differences in the people on the board that makes it run so well. Disagreements on some topics doesn't change the fact that you can learn from people and that Kevin will be missed.

Debbie- Jumping on the bandwagon, she may be a newer member, but she can see the time and effort put into these meetings.

Terry-

Dan- Asked Kevin to share the state assembly proclamation (from Steve Hawley) recognizing the library's anniversary. Betty Sue asked the board to send recommendations for placement to her, and Linda asked if a nice picture could be taken and posted on the website for patrons who do not come into the building.

#### ADJOURNMENT

**MOTION - Gloria moved & it was unanimously 2nd to adjourn at 8:20**

#### Upcoming Dates and Events

July 8th- Annual Meeting as determined in tonight's business meeting

Voting from noon until 7PM with appropriate precautions; and General Meeting at 7PM

Immediately after Annual Meeting adjourns: Re-Organizational Meeting of the

Trustees with

Election of Officers

July 15th- Regular Monthly Trustee Meeting

Respectfully submitted

Linda Weller

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
June 10, 2020 7:00 PM**

**This will be a ZOOM meeting, due to Covid-19 Restrictions**

*Listen with curiosity. Speak with honesty. Act with integrity.*

**CALL TO ORDER**

Roll Call to confirm audio settings

**REVIEW and ADOPT AGENDA**

Gloria asked that an item be added to review/rescind the PTO motion from last meeting, under Old Business

**Motion**

**Joyce moved to accept with the one addition from Gloria, 2nd by Anitrice- unanimous**

PUBLIC FORUM OPPORTUNITY is not available at this meeting

Motion to confirm email vote to re-open the Library for curbside service effective Monday, June 8, 2020, with review at this meeting

**Motion**

**Terry moves, Dan 2nd- unanimous**

**QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES**

The Director informed the board of the addition of Rosetta Stone to the services the library provides. Mike will be planning to have zoom book discussion, beginning with the book "The New Jim Crow". NIOGA has picked up all books from the inter-loan library system, there will be a quarantine period, and then the several bags of books will be returned to Albion. We are waiting for all of the libraries in the system to be open, and as of yet North Tonawanda is not open.

**REVIEW and ADOPT**

-May 13 minutes Motion -May Treasurer's report

MINUTES- Kevin asked if the notes from the May 13th meeting were sent out, and if there should be condensed minutes made from these notes. Terry indicated that it was his understanding that minutes should be posted, not the notes, just as if it was a regular meeting (as opposed to a Zoom meeting). There was some discussion, beginning with Gloria, as to who had received the minutes and maybe there was a problem with the NIOGA email system. Terry said they should wait until a later meeting to approve actual minutes. Joyce and Linda did receive the notes and have turned them into minutes, but they have not been sent to all board members as of the time of this meeting.

**TREASURER-**

Gloria had some questions about the treasurer's report; including the payroll amount and some line items under maintenance. Kevin said the payroll difference was due to having 3 pay periods in one month, instead of the normal two for a bi-weekly pay period. This happens in two months out of the year, using a bi-weekly pay schedule.

Jim Babcock and Monacelli Drywall are items that are being prepared/cleaned/fixed while the scaffolding is here to install the mural. The money for these repairs came from a donation in memory of a past librarian, by the Moore family. Betty Sue mentioned that both of the items are under the dollar amount she is allowed to spend on maintenance for already approved vendors. Jim Babcock then subcontracted the painting.

Joyce had a question about Business cards under maintenance, and Kevin said these are expenses paid with the business credit cards.

Gloria had a question about the amount of the internet service, for \$4,979. Kevin said this is similar to the mowing, that it is bid out annually at an amount (close to \$2800), with then a rebate/contra cost so the net payment by the library is only around \$500.

There is a grant application to cover the cost (through the American Library Association), but that will actually be discussed under Old Business. The net cost on this should be next to nothing after the grant. Goforth Electric has also come in to run some more data cables, around \$300.

### **Debbie moves to adopt, Dan 2nd- unanimous**

#### **ANECDOTAL REVIEW OF PARTIAL RE-OPENING 7 JUNE 2020**

From Betty Sue-

Shared some ideas on how other libraries are handling reopening. Betty Sue is still reviewing procedures for opening in person and is recording these things in a document. This makes sure she can see all the procedures at once, so she can ensure the library is following all state, Health department, and CDC guidelines.

Betty Sue did outline some procedures she has come up with for staff and patron safety as it relates to different services.

Betty Sue shared that Joyce sent her the name of the product she shared last month, and the staff has found it is a great product and is easy to use in bathrooms.

Terry said that he had a question about making a policy stating that all patrons who do not wear a mask must have a note stating they have a medical condition, or they may not enter. Joyce said that because the wearing of masks is currently mandated, the library does not need to create a new policy that will only be rescinded later when the state rescinds their order. Kevin said he agreed with Joyce, that it is not necessary at this time to create a new policy. He brought up the policy at the County buildings, that anyone who comes in **MUST** have a mask and agree to have their temperature taken. For the board to say no one is allowed to come in the building without a mask is entirely appropriate. The library is private property, so the board and the director are allowed to say no to a person coming inside at their discretion.

Betty Sue read the procedure she will post and will ask the staff to abide by, stating that **NO ONE** can come in the library without a mask. She has stated that the library is willing to accommodate people who cannot enter, either to gather materials for them, use a computer and/or Wi-Fi in the parking lot, etc. Betty Sue also plans to be at the library all the time when it is open, so that staff are never put in the position to deny entry. Betty Sue will take care of it or designate a specific person if she is unable to be there at some time.

Terry said that Stephanie Abrams, a lawyer, said that these are things that a board should approve, with a specific committee comprised of board members, the director, and possibly a staff member. That way each of the changes the library considers undertaking can be reviewed by the committee and then approved by the board.

Joyce said that she understands the concern of having policies, but she feels this is getting too much into the weeds. Betty Sue has been following the guidelines and seems to be keeping the board apprised of her plans and how they are working. While Joyce is interested in what is happening and what the plans are, but at this time she is confident that Betty Sue Has been doing throughout this COVID19 situation.

Kevin said that he agrees with Joyce, that the board should stay out of the day to day micro-managing of the staff and procedures.

Linda asked how the staff feels about the changes and how they feel about working with the public. Betty Sue said that one staff has asked not to work with the public, due to family members she cares for at this time. She is happy to come in and do other work (cataloging, covering, etc.) that is away from the public. There is also one staff member not coming in at all, due to his health concerns.

Anitrice asked if all staff members are having their temperature taken upon arrival each day and are asking the state provided questions. Betty Sue talked about how that is tracked for the employees, though delivery persons are the responsibility of their own company. She did have some concerns about taking temperatures and asking people to sign in, and how that relates to HIPPA laws.

Linda asked when the staff will be ready to open, and Betty Sue said she thinks it will be Monday for a soft opening. This week with the staff in the building has given them the opportunity to get used to moving around each other and making changes for not previously considered problems.

Kevin said and Betty Sue reiterated that the services now happening, curbside pickup and calling ahead, deliveries to some patrons. Betty Sue also shared some of the services people are using and how things have changed. Linda reminded the board that many people are still anxious about the virus, and so this works into the accommodations, curbside pickups, and other changes that the library will keep in place even as the building opens. Kevin said there can be a committee for Betty Sue to bounce ideas off of, not necessarily with reports and full board approval for changes as information comes in from the various sources. He asked if Joyce was willing to be on the committee, based on her medical managerial experience. Joyce agreed, and said that this should be for discussion and to keep people updated on the changes as they come in. It should remain flexible because we don't know what will happen in the future. Terry agreed, that is one of the things that Stephanie Abrams mentioned.

**Joyce moves to accept the plan** that Betty Sue has provided to the board on June 5th, to open on Monday, June 15th, 2nd by Debbie- unanimous

Kevin asked for volunteers for the establishment of an ad hoc re-opening committee, although he specifically requested Joyce. Terry and Dan were available as it is not going to have established meeting but will regularly conduct business via email and phone calls.

#### RECOMMENDATION FOR ADDITIONAL SERVICES AND HOURS Motion

-Reminder that the Hoag will be closed on Tuesday, June 23<sup>rd</sup> for Election Day

This is Kevin's recommendation, as it leaves ONE group in charge of allowing people in the building and keeping track of what surfaces need to be cleaned, where people go, etc. When there is an election, the entire building must follow the rules of an election. Having the building closed simply makes it easier for cleaning and keeping track of people.

#### REPORTS and REQUESTS FROM COMMITTEES

PERSONNEL- none

FINANCE - none

#### BUILDINGS and GROUNDS

-Driveway sealing was completed last Friday and Saturday

#### NOMINATIONS and ELECTIONS

-Interim Election Protocol proposed by Trustee Wilbert (from

his earlier email) Motion

The four-points protocol was sent out by Terry via email, and all members of the board were received by the board at large.

**Terry moves the election protocol** which he emailed out to the board be adopted, 2nd Joyce- unanimous

PLANNING -none

FRIENDS of THE LIBRARY - none

## OLD BUSINESS

-Grant Update on NYSERDA charging station project -Grant

The NYSERDA site was re-opened on the 1st, so Betty Sue was finally able to move forward with finishing the grant. Goforth said they would stand by the quote given to Betty Sue in February. Betty Sue said the grant would cover most of the cost (a total of \$8K and some change) because the grant covers \$4K per unit. The Friends of the Library are going to be invited to be partners in this, though they may not have time to meet before this project moves forward. This will wait for NYSERDA to return the grant, and then it will be on the agenda at the following meeting to confirm costs before moving forward.

Update on enhanced Wi-Fi through American Library

Also, there is a grant in the works through the American Library Association to cover the cost of improving the Wi-Fi that Betty Sue has applied for. This board had already directed Betty Sue to upgrade the Wi-Fi to ensure it worked in the parking lot before this grant was out. Betty Sue did contact the ALA because Hoag had already started the process before applying, and completed paperwork on that contact's directive. She just received an email from him this week saying, sorry, I gave you incorrect advice- having sent paperwork for planning to upgrade, not having already upgraded. The money may not cover everything, but that is the plan. The Hoag is among the first 12 libraries to have applied, so Betty Sue is hopeful we should hear from them soon.

Association -Update on referrals to Attorney from prior meeting

Kevin took charge of these inquiries, originally four and then reduced to two at last month's meeting. He is not sure that the two (previously adopted and not yet included in the handbook) have yet been added. Betty Sue was originally asked to contact the attorney about these, but Kevin superseded and took this on himself. He decided that the policies on re-opening and liability were more urgent. As the board already has a conflict of interest policy, and the directive was to have the attorney review an in-place policy. The other policy for review was the disbursement policy, which Terry had reported information from the municipal handbook, however the library is not a municipality. Kevin did not make them a large priority, as the policies in place were already approved by the Bonadio Group at the time they were adopted. The board is paying the Bonadio Group \$8,000 a year, and after a conversation with Greta these were to policies formulated by her and then by the board on that recommendation. Kevin discussed how the library approves checks, saying that only 3 of the 4 officers are approved to sign checks, and that all checks need to be approved by Betty Sue, and then Barb processes the checks so they go into QuickBooks. If she is unavailable, another officer can authorize, but then they cannot sign. There are checks and balances in place in the system already. Kevin shared with the board that in the past the board tried to approve, similar to the school district, EVERY disbursement made at board meetings. Checks could be made ready, but could not be paid until the board approved the checks. Then there was a problem because they could not be authorized as a group, they needed to be done individually. And audit committees didn't always work, so some vendors were waiting 2-3 months to get paid. Kevin said it is something to look into, but there is not new info in front of the board because he chose to move the opening questions into it.

Kevin shared part of an email from Greta, the lawyer, which gave some specifics that are related to the Governor's statements related to PTO. The board MUST come up with a COVID19-related sick time policy, which Kevin included them with the email, but because the board is not in a collective bargaining agreement they can make it whatever they want. Discussion on this topic will continue after Gloria's inserted conversation on rescinding last month's motion.

Gloria asked that paid time off be included at this point, in a review of last month's motion. Kevin shared tonight that based on the motion from last month's meeting, employees stopped accruing PTO on March 23rd. They were also not being charged for time off or sick time, during this entire time. Now that the library staff came back this past Monday, 6/8/20, staff is again accruing PTO and will need to use their time if days off are needed.

Gloria said that after the meeting she went home and thought it, and she feels that it is unfair that staff did not accrue PTO while the library was closed. She contacted another employer in the area and they said their staff uses paper time sheets that employees fill out, and then it is approved by their supervisor.

Joyce said she stands by the decision made because it is the responsibility of the board to make decisions in the fiduciary interest of the library. The board does not know what will happen in the future, and it sets a precedent that will be expected to be followed in future situations. Ultimately, it is the responsibility of the board to act in the best interest of the library and it's financial situation.

Terry said that it is unfair for employees that worked full time to not accrue PTO when some others were not working much and are still getting paid full time. There are, basically, three types of employees. Those who are not working and are collecting their paycheck, those who are working some, but still collecting a paycheck, and those who are working full time or close to full time, and are making their paycheck but nor accruing PTO.

Linda said that it was the board's decision to continue paying employees fulltime, because the board did not feel it was right to furlough employees as happened to many other millions of workers across the country. She reiterated Joyce's point the board has a fiduciary responsibility to the library's budget. We do not know how long this is really going to continue, and the board cannot continue payments forever if this goes on.

**Gloria moves to rescind the action** of the last board meeting and restore all PTO that could be accrued, without deducting any PTO as it was not recorded, Dan 2nd-conversation:

\* Anitrice said she understands not being able to do your job from home, and some people feel they did more than others if they were able to complete their full time job from home. She's a bit on the fence, because she wants to be fair to people who were working.

\* Joyce said that she would like to see some incentive and some recognition for the staff who were completing work during this time. She said Betty Sue, as the director, should know who was working and who was not. Kevin said that an incentive based bonus like that opens the board up to lawsuits.

\*Terry said he thinks that people who worked full time during the closure should be compensated, because it is not fair for some people to have worked and some to have not.

\*Dan said that people who worked fulltime should get their PTO, and the people who didn't don't.

**Voting: motion fails as the vote was split 4/4**

Back to the mandate from the Governor-

The board must create some specific sick time, as the sick time and vacation time is currently all rolled together under the heading of PTO for employees. This needs to be specific COVID19 sick time and can be separate from regular sick time.

Terry asked to hear from Joyce and Dan, as they have personal experience with this virus.

Joyce shared that she was sick for about two weeks, and there were different stages of sickness throughout. She thinks it would be acceptable to offer 4 paid days and 4 unpaid days, also allowing employees to use their own, regular sick time to cover the rest of the length of her sickness.

Dan said it is a case to case basis, his sister and Joyce have been relatively fortunate in their recovery times, but his mother was on a ventilator for 9 days. She has now been home for a month and is still weakened to the point that she could not work even a desk job.

Debbie said that she is not really decided on what should happen, she understands that people should have job security throughout this, especially if they are sick enough to be hospitalized.

Anitrice said she understands that people will need to be paid, but if the person remains sick for a month or longer, is it reasonable to pay for that entire time, not using their own PTO.

Linda asked if Betty Sue could get some guidance on what other libraries are doing- in the area, in larger areas, etc. Betty Sue said she can ask other libraries for that information. Kevin said that one of the biggest differences between this library and others is that there is not a collective bargaining agreement that the board has to adhere to, unlike many other area libraries.

Dan asked if employees contracts COVID19, are they able to claim Workers' Comp? Kevin said yes, they would go through that website. There was some discussion about potential lawsuits

MOTION - Linda moved to go into executive session after a 5-minute break, Dan 2nd, unanimous.



At this time the Trustees shall move into an Executive Session for the purpose defined in Article 7, Section 105, sub 1f to discuss *the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation*

Motion The Tech Assistant, Recording Secretary and Director are excused.

No action will be taken after the Executive Session, so the Zoom component of the meeting will terminate

Return to Open Session Motion

Adjournment Motion

Upcoming Meetings and Events

June 23<sup>rd</sup> General and Primary Elections

Library closed to regular business

June 24<sup>th</sup> Special Trustee Meeting 7PM with

Zoom access

July 2 – 7 (1 only) Annual Meeting as determined in tonight's business meeting

Voting from noon until 7PM with appropriate

precautions; and General Meeting at 7PM, socially distant and

Zoom enabled

Immediately after Annual Meeting adjourns: Re- Organizational Meeting of the Trustees with Election of Officers

July 8 Regular Monthly Trustee Meeting

Respectfully Submitted

Linda Weller

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES**

May 13, 2020 7:00 PM

**This will be a ZOOM meeting, due to Covid-19 Restrictions**

***What will we do tonight to make this Organization a premier asset for this Community?***

CALL TO ORDER:

Roll Call to confirm audio settings

**Present at the library:**

Kevin Doherty  
Betty Sue Miller  
Mike M. -Librarian working as tech support  
Recording secretary

**Joining via Zoom:**

Joyce Riley  
Terry Wilbert  
Linda Weller  
Debbie DiBacco  
Gloria Nauden  
Dan Conrad

REVIEW and ADOPT AGENDA

Motion

**Linda moves, Dan 2nd- unanimous**

PUBLIC FORUM OPPORTUNITY - is not available at this meeting

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES –

SANITATION:

Information

Question from board member - Is there a specific plan for the sanitation of the bathrooms? On the recommendation from Dept. of Health, we are looking for a spray that can be used and does not have to be removed. Joyce stated she did have a product that should work, and she will send that information to Betty Sue. Bathrooms will have to be sanitized after EVERY use. Board member suggested that there should be covers on the toilets, this needs to be taken into account for sanitizing plan. Joyce said it is unfortunate that there are not lids, because their purpose is to stop that spray from escaping.

Kevin said that the library does have access to people who can look into the cost options of installing those. He will also reach out to schools, for a halogen product to spray and kill germs. A board member asked if the bathrooms have locks, and so requesting the key (and returning it) could be the way to keep track of when it was last used and then needed to be sprayed before the next use. Betty Sue said that that is one of the options being reviewed as part of the re-opening plan.

DRIVEWAY: We received two bids to for the driveway.

Information

JayCo for \$2700, and the 2nd quote is for \$4,475 (this company uses a better quality sealant that will last longer). Since the board is thinking about tearing up the top of the parking lot in a few years (for resurfacing), the cheaper option is fine. Terry asked why the driveway would be torn up in a few years, and it stated that was the plan to resurface and the board had previously

decided to wait until after the construction across the street is completed before actually repaving the driveway rather than sealant.

WALL MURAL:

Information

Stacy Kirby has been unable to work on the mural in the Curtis room during the shutdown. She is looking to work on the mural in June at the library.

REVIEW and ADOPT

March 11 minutes

Motion

Gloria made several additions via email to be reviewed and there was discussion as to the intent of the minutes and language of the presentation, including the brochure provided by the auditors.

It was discussed and it was decided to leave the minutes as presented as it wasn't the exact language spoken at the meeting.

Terry reminded the group that committee reports should be included in the online posting of the minutes. The minutes for this meeting should reflect that there was discussion about the language of the audit, outlined by Gloria, should be mentioned.

**Dan made the motion to approve the minutes with the two or three clerical adjustments, made by Gloria- Terry 2nd- unanimous**

March and April Treasurer's Reports

Motion(s)

Gloria had two questions via email, and she has already had a response from Director.

**Joyce motions to approve both March and April- Debbie 2nd- unanimous**

REPORTS and REQUESTS FROM COMMITTEES

PERSONNEL - none

FINANCE - none

BUILDINGS and GROUNDS - none

NOMINATIONS and ELECTIONS

-Election Committee Report

Deferred until the section on re-opening- ok with all members of the committee.

PLANNING - none

FRIENDS of THE LIBRARY - none

OLD BUSINESS - none

NEW BUSINESS

## Authorization to Re-Open as appropriate

Motion

Proposed –

RESOLVED, that the Trustees of the Hoag Library of the Swan Library Association authorize the Director to plan for and implement the gradual re-opening of the Hoag Library for full patron services as advised by the Orleans County Health Department, in a manner which utilizes the facility, its resources and collections which best serves the community, using existing staff and budget lines.

Discussion -

Kevin said that, pursuant to the language in the resolution, the goal is to have the library open to all patrons and be of full service to those patrons, at the direction of the Director. He said that there are several areas of input into this decision, but that Paul Pettit from the Genesee/Orleans Co Health department has been the point person for information on this decision. Betty Sue reiterated this, saying that she feels that he should be the person she goes to first for her information.

Terry said that he disagrees, that the board made the decision to close the library and it should be the board to open the library again. He worries that this decision to open up the library comes with the opportunity for litigation. He worries that there is too much liability for the library if the decision is left to just one person. Terry said that he feels the decision of the board holds more weight with making people comply, than if it was just the director.

Joyce said she agrees with Terry, that this is a lot of responsibility for one person. She would like the board to be backing up the director with a vote.

Kevin said that it is not the board's job to micromanage the job of the director and the day to day running of the library. The board pays the director to run the library and make the day to day procedure changes.

Linda said that she doesn't think the board can change policies as quickly as will need to be done, especially is there is a directive from the governor about what needs to be done. The board cannot make policy changes every time there is a change, but the library should be following expert advice of the CDC, the health department, and other medical experts. The board should not be creating and recreating policies and having several special meetings every time there is a possible change. By the time the board meets, comes up with a policy, reviews it, and has another special meeting... it will be a never-ending cycle.

Joyce- one change would make this resolution ok with her- "authorize the director to plan for and implement the gradual, as determined by the Board, ... for full patron services.

Kevin said that he does not understand the process, if that is the change, what is the process of the board review?

Gloria said that she agrees that Betty Sue can make the plans for the re-opening, presents it to the board, and then the board approves the plan for re-opening

Kevin asked how that would happen- would it be another Zoom meeting?

Gloria, we could- the board needs to be approved

Linda said she thinks this is something that would be constantly updated and the board would get that information as it happens. Plans could be made now and things would change before we get to stage 4, because who knows exactly how long it will take for the finger lakes region will get to that point. She would like the board to regularly know what the plan is/when things change. No problem with the resolution as it is written, as long as the board is informed during the planning stages.

Kevin- How can we perfect the resolution? Take out the line to eliminate "and implement" and include something about keeping the board updated. That would allow Betty Sue to move

forward with the planning, using the county Health Department as her principal advisor. You could also put a line in about board approval-  
Terry would like the line “using existing staff” out, knowing that it is the intent to use our staff but to not limit the library to not hiring someone in a security-type position, sharing some potential scenarios where that would be possible.  
Kevin said that adding security would be a policy change, so if that is the concern, that would be a different issue that would require the board.  
Betty Sue said that she has made herself the face of the library and would always put herself in the front, if there is a disagreement about following the rules related to social distancing or the wearing of masks. If any staff member is at all uncomfortable, Betty Sue is immediately called, or the police if necessary.  
Kevin- so on the second line we are taking out the words “and implement” and at the end, take out “staff and” and leave “Using existing budget lines”

**Linda made a motion to approve with those noted two eliminations- Terry 2nd- unanimous APPROVED**

RESOLVED, that the Trustees of the Hoag Library of the Swan Library Association authorize the Director to plan for the gradual re-opening of the Hoag Library for full patron services as advised by the Orleans County Health Department, in a manner which utilizes the facility, its resources and collections which best serves the community, using existing budget lines.

**Authorization to facilitate Election Day at Hoag**

Motion

**PROPOSED –**

RESOLVED, that Governor Cuomo having determined June 23, 2020 as a primary and election day in New York State, and the Hoag Library having been and willing to continue to be a polling site for the Town of Albion, the Director is authorized to provide full access to the facilities and resources of the Hoag Library to the Orleans County Department of Elections before, on, and after Election Day for the purpose of streamlining voter access, in accordance with the New York State Health and Elections Departments guidelines-

Discussion -

Kevin asked if there were any questions or concerns about having the town use the library as their polling place for the June 23rd special election and primary.  
Terry said that really, the library is only providing a place and the staff is not ‘needed’ for this at all. It really comes down to who is going to pay for and be in charge of disinfecting things, especially the bathrooms.  
Terry asks to eliminate the line “using existing staff and budget lines”

**Terry motioned with that noted change- Gloria 2nd- unanimous APPROVED -**

RESOLVED, that Governor Cuomo having determined June 23, 2020 as a primary and election day in New York State, and the Hoag Library having been and willing to continue to be a polling site for the Town of Albion, the Director is authorized to provide full access to the facilities and resources of the Hoag Library to the Orleans County Department of Elections before, on, and after Election Day for the purpose of streamlining voter access, in accordance with the New York State Health and Elections Departments guidelines-

**Authorization to create and implement a Summer Reading Program Motion**  
**Linda motioned as is- Joyce 2nd- unanimous**

APPROVED –

RESOLVED, that the Director plan and implement a Covid-tailored Summer Reading Program, using existing staff and budget lines, that may be but need not be coordinated with the NIOGA and national Summer Reading Programs, but designed to best promote the Library and serve the children of this community.

**Authorization to proceed with NYSERDA grant and if successful installation of 2 station electric car charger.**

Motion

PROPOSED -

RESOLVED, that the Director complete and submit the NYSERDA grant application previously discussed for a duplex electric car charging station of the most recent non-test version, using the details and pricing from the existing Goforth Electric quotation; and that upon receipt of grant approval, the project is authorized so long the total cost does not exceed \$ 7, 000, and the total Library contribution does not exceed \$1,000.

Kevin went over the details he sent in an email, although he had written \$6,500 when the unit would actually cost \$8,500. Betty Sue has applied for the grant, and Terry reminded the board that there was a resolution at the last meeting, though without the dollar amounts. Kevin said that the correction needs to be the amount of \$7,000 be changed to \$9,000.

**Linda made the motion to move forward with the one noted correction- Linda 2nd-unanimous**

APPROVED –

RESOLVED, that the Director complete and submit the NYSERDA grant application previously discussed for a duplex electric car charging station of the most recent non-test version, using the details and pricing from the existing Goforth Electric quotation; and that upon receipt of grant approval, the project is authorized so long the total cost does not exceed \$ 9, 000, and the total Library contribution does not exceed \$1,000.

**Authorization to exercise the Steuben Bank Line of Credit and prepare for potential delay of remittance of tax levy Motion**

PROPOSED:

RESOLVED, that the Trustees of the Hoag Library direct that the Steuben Bank Line of Credit be exercised in an amount not more than \$ 50,000 prior to September 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check. and be it further

RESOLVED, that if delivery by the Albion Central School District of the tax levy check is delayed by any Executive or practical action, the Director and Administrative Assistant are authorized to draw up to a further \$ 150,000 through December 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check---

DISCUSSION –

Kevin shared with the group that the Steuben line of credit has been extended to \$400,000 due to Barb's diligence in paying bills on time. He is asking the board to authorize her to utilize this line of credit. Also, due to the current budget situation, it is likely that the check from the school district in the fall may be late this year.

**Linda motioned to remove the words "and be it further" and add the line "all amounts to be repaid in full upon receipt of the tax levy check"- 2nd by Gloria- unanimous**

**The second action was withdrawn at this time.**

APPROVED –

RESOLVED, that the Trustees of the Hoag Library direct that the Steuben Bank Line of Credit be exercised in an amount not more than \$ 50,000 prior to September 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check.

**Temporary Waiver of Paid Time Off policy**

Motion

PROPOSED –

WHEREAS, in compliance with one or more Gubernatorial Executive Orders in response to the outbreak of Covid-19 in New York State, employees of the Hoag Library who have not chosen voluntary layoff have continued to receive their normal pay while they work at home on an unassigned schedule, be it therefore

RESOLVED, that the Trustees waive provisions of Policy 5 such that both accrual and depletion by use of Paid Time Off be suspended for all employees covered by that policy for the period beginning March 22, 2020 and ending at that point at which employees are regularly scheduled in the building; and further that each employee's accrual shall remain frozen at its March 22 level for the duration of the suspension period.

DISCUSSION:

Kevin said that while employees are continuing to be paid during the shutdown, it was a recommendation of the lawyer to temporarily waive the paid time off policy.

Linda said that she remembers talking about it previously and asking for the lawyer's recommendation. With it, she is happy to approve this waiver.

Joyce also said she sees it as a win-win as employees

Gloria said it does seem fair to the employees and confirmed that Betty Sue has talked to the lawyer and that this was their recommendation.

Joyce said that she sees the need to apply this across the board, and that is the best way to go.

Linda said that she would like to follow the recommendation of the lawyer.

Terry asked if the lawyer knew that some people were still working, and Kevin and Betty Sue both said Yes, definitely.

Linda reiterated she wants to follow the advice of the lawyer, and Kevin said that getting advice from the lawyer and then not following it (by changing something in the resolution) further opens the board to litigation.

Dan said that he would like to keep the system the way it is, and allow people to use their time now or potentially pay out accrued vacation time at the end of the year if they are not able to use it due to the current situation.

Kevin pointed out that it is something that the board can do, but it again opens it up a minefield of who can use time and who gets paid for their time, and how does it change pay rates with that added on- using past practice anecdotes

Joyce has motioned- Linda 2nd- votes recorded below

Dan- No

Debbie- Yes

Gloria- Yes

Joyce- Yes

Linda- Yes

Terry- No

Kevin- Yes

APPROVED -

WHEREAS, in compliance with one or more Gubernatorial Executive Orders in response to the outbreak of Covid-19 in New York State, employees of the Hoag Library who have not chosen voluntary layoff have continued to receive their normal pay while they work at home on an unassigned schedule, be it therefore

RESOLVED, that the Trustees waive provisions of Policy 5 such that both accrual and depletion by use of Paid Time Off be suspended for all employees covered by that policy for the period beginning March 22, 2020 and ending at that point at which employees are regularly scheduled in the building; and further that each employee's accrual shall remain frozen at its March 22 level for the duration of the suspension period.

Linda did comment after the vote was completed, that she does understand and she does not want to treat the employees unfairly, but we really don't know how long this could potentially continue.

### **Increase salary of Library Director**

Motion

#### DISCUSSION:

Betty Sue mentioned that all other employees received 3%

Gloria said that she remembers the board asking Kevin to look around with other libraries. He looked around and found that salaries vary from \$38K to \$138K- with the range of duties, service area, etc. to think about. Those that are similar sizes and hiring new directors are hiring between \$65K and \$70K for the starting amount. Kevin said that, someday, Betty Sue will move on and the library may be 'stuck' with going from 65K to 85K in one year, to find a worthwhile candidate.

Gloria said that there is a sample evaluation sheet in the handbook, and until that can be done no action should be taken. Kevin said that the handbook is a guide, but also is set up for libraries that are part of a municipality or a school district. Terry agreed with Gloria that the handbook evaluation is what should be used.

Joyce said that an evaluation should be done, if for no reason beyond to have some kind of documentation, the board actually owes Betty Sue the evaluation. Giving her, in writing, how the board believes she is doing her job

Gloria said that she was talking about the evaluation in the Hoag Library handbook, and that is what she thinks

Linda asked when the last time Betty Sue was given a raise, and Kevin answered that it was two years since her last raise. Linda asked and Kevin answered that employees are given a raise every year. Terry pointed out that the raise two years ago was \$10,000, and Linda again asked how much that was in comparison to other libraries of this size service area. Terry said it was on par with other libraries in the area. Kevin said that he did not think the other area libraries are truly similar, neither comparable nor peer libraries.



Joyce said that she is willing to collate the evaluations if everyone would complete them shortly and send them to her. That would keep this timely and get it completed, allowing this to be voted on for the next meeting. Kevin clarified that this would be sent out, completed, returned to Joyce, and sent (from her to everyone) in order to have this as an agenda item for the next meeting.

Kevin will send a digital version of the evaluation by the 15th, and Mrs Riley needs them completed and sent to her by the 22nd of May. That will give her time to collate the evaluations and send to the entire board by the 28th of May. This resolution should then be in the agenda for the next meeting.

Gloria pointed out that the Director's evaluation falls under the purview of the Personnel committee, and that Joyce is not on that committee. Terry noted that it has been done both ways in the past, review done as a committee or as an entire board. Linda said that she was fine with Joyce doing the collating, since she has volunteered to do so in the short timeframe to be ready for the next meeting.

### **Referrals by the Director to the Attorney for Policy suggestions prior to Committee work:**

Terry has raised 4 policy issues recently- need to be tweaked or have \$\$ amounts changed. Kevin suggests that these four issues be referred to the attorney for update suggestions, before the board does any work on them.

Credit Card- Terry said this was passed on Dec, 2015, Carol Miller made the motion and Kerry Deegan 2<sup>nd</sup>- passed (written by Woods Oviatt).

Whistleblower- passed May of 2015, he believes the motion was made by Jan Albanese. Kevin asked if this meant they did not need to be reviewed, and Terry said they were written by Woods Oviat, and passed by the board, so they just need to be put into the book.

**Terry made the motion to have the previously approved policies (as noted above) included in the policy manuals- Linda 2<sup>nd</sup>- unanimous**

-Conflict of Interest

Phrases taken right out of the blue handbook- he would like the lawyer to look at it and so if you (Kevin) could have that done and back from the Lawyer in time for the next meeting, that's what he needs.

-Disbursements

Terry said that pursuant to the latest trustee pamphlet talking about disbursements, he has been on many non-profit boards and many governmental boards, and often on non-profit boards the treasurer's report is just accepted but when using governmental money, you need to approve each item for payment, and this can be done as a lump sum.

### **Library Re-Opening and Elections:**

### **Information**

Kevin said that it is currently not really feasible to have an election and annual meeting that looks anything like meetings of the past. In the past, signatures were required in order to vet candidates, to avoid again electing someone who does not live in the district. It was a missed opportunity to join with the school to send ballots together, though they were originally going to need a request, but now maybe not. It is possible to say that the annual meeting and the voting for board members are two separate items, and can be done at a later date.

Dan had some ideas about asking people to return the ballots to the drop box, rather than including a stamped, return envelopes. Also, he asked about if there was a way to set up a secure way to vote online. Linda answered those, partially based on conversations the school board has had. Asking people to drive the ballots in can place a hardship on people who are

afraid of the virus, who may have no current access to transportation, or they may be under quarantine orders.

There was also conversation about internet access in the school district/library service area. Linda said she thinks the board should wait it out and see how the situation develops, and look to a 'regular' election and annual meeting in late July.

Terry said it would be wise to keep looking at a later election, because who knows if the library would even be open at that time. It could be something in conjunction with the town. Kevin polled the room and there was a consensus that the board should wait it out and revisit the topic next month.

Next month's meeting will be on the 10<sup>th</sup> of June

PUBLIC FORUM OPPORTUNITY – none

CONCERNS AROUND THE TABLE

Dan- Terry- Debbie- Joyce- Linda- Gloria-

ADJOURNMENT

Motion

Moved by Debbie, unanimously 2<sup>nd</sup>

Please note this was a virtual meeting and full discussions can be viewed online at – [www.hoaglibrary.org](http://www.hoaglibrary.org) YouTube channel link

Submitted

Linda Weller

## Director's report for meeting on May 13, 2020

### Report on reopening

Assuming that the reopening of Hoag Library will take place in stages I am listing the steps we will take for the first phase which would be what had been planned for "curbside pickup" of materials and for providing services without entry of patrons into the building.

What we will provide:

- Patrons may place holds for materials by calling the library or sending an email providing their card number.
- Employees will collect requested materials, sign them out then place them in a paper bag with the last four digits of the user's id visible.
- Patrons will be notified when their pick up is available.
- Holds will be available between 12-6 Monday through Friday.
- For copying and faxing of materials a station will be located in the vestibule with request forms for both services. Folders will be available for all materials and patrons will be called when their job is finished.
- For items needing privacy arrangements can be made while the patron waits either outside or in the vestibule for the return of items.

Steps taken:

- The entire library has been thoroughly cleaned by Terri Biro and the carpeting and upholstery by Burris Cleaning.
- We have on hand 500 disposable masks-250 donated by the county and 300 purchased. The original intent was to provide these for employee but when the community is allowed to return I anticipate we will be requiring patrons to wear masks and we can provide them rather than turn someone away. Gloves will also be provided for employees.
- We have procured multiple gallons of the hand sanitizer and numerous 2oz bottles also from the county.
- Two "no touch" thermometers have been ordered.
- Two hundred large paper bags have been ordered for vestibule pick up.
- Signage has been prepared for entry into library and within the library.
- Messages have been created for the procedure to put books on hold for pick up in vestibule.
- These will be communicated with the public using all of our communication outlets.

Safety

- Because there will be no patrons in the building staff will clean their work areas as needed.
- Staff will be assigned to equipment (i.e. copier/fax machine) for periods of time with areas being thoroughly cleaned before another employee is assigned.
- We continue to search for disinfecting wipes and are looking into purchasing "skins" for keyboard which can be removed and more easily cleaned on a regular basis.
- Since before we closed in order to prevent the spread through the surfaces of returned items we have quarantined items for a minimum of 72 hours as that is the recommendation. We will continue to quarantine rather than clean the item (unless of course they are visibly dirty) by placing each days returns on a cart with the date of when they can be handled and returned to circulation.

Broader reopening considerations

- I would recommend separating the computers in the lab to maintain social distancing.
- Other computer work stations could be set up in the library to replace the non-used lab computers.
- Whenever a patron leaves a computer it needs to be thoroughly wiped down before another patron uses it.
- In order to avoid surface contamination of items such as staplers, pencils, etc. a patron work station could be set up away from the front desk with necessary hand sanitizer and disinfecting wipes (if they can be found, if not we will have to find a way to provide, create, invent!!!)
- The book drop could be moved to avoid congregation at the main desk.
- Positive signage could be placed on the floor to promote safe distancing.
- When patrons are allowed to return and a limit is set one employee need to be in charge of recording the number of people in and out to abide by any regulations.
- If it is legal to check patrons' temperatures at the door, then one staff member could do this as well as keep track of numbers.
- I am looking for guidance for how to insure the bathrooms remain sanitized by cleaning more frequently than once a day.
- Pertinent information will be provided through our website, social media, local media, our sign, and in the building or with links to more information.
- Determine when it is safe to resume home delivery.
- We are not planning any on site library sponsored programming at this time. We will continue to offer virtual programming.
- Outside agencies will be allowed to resume reserving meeting rooms once it is safe to allow gatherings.

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

Due to COVID-19 and closure of the Library, there was  
No Board Meeting this month

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
Special Meeting of the Hoag Library Board  
March 18, 2020**

Call to Order @ 6:34

Linda Weller	Terry Wilbert	Excused: Joyce Riley- called in for discussion
Debbie BiBiaco	Anitrice Bennett	
Gloria Nauden	Dan Conrad	
Kevin Doherty	Betty Sue Miller	

Betty Sue- Passed out a copy of the sign posted on the front door today. Due to the ever-changing situation related to COVID-19, it directs patrons to the Hoag's website for any new updates.

Included on the back of this handout, was a list of related facts known about the virus and how the library is handling materials and cleaning surfaces in the wake of this pandemic.

Also passed out was a copy of an email from Thomas Bindeman, Executive Director of NIOGA, asking the Hoag to close their building and highlighting that the inter-library loan system will close on March 27th, as well as several other services from NIOGA. Also included is a short letter from a microbiologist in *Library Journal*, requesting that libraries close for the sake of their staff and patrons.

With all of this information, Betty Sue did reach out to Nola Goodrich-Kresse at the Orleans County Health Dept. and she said the Health department is not, currently, ordering/asking the library to close.

Betty Sue discussed her plans to keep several library services available, utilizing the front entryway, to keep staff generally away from the public. There is a plan for the pickup of books (via phone and online), and making copies and faxes. She also discussed that Barb and Elizabeth have been working to provide information about these services, without coming inside, and the services that are available digitally with a library card.

There was some discussion about how the Albion school was providing school work for students, and what the library can do to help with this during the school closings. Betty Sue said that she received a call from the High School library asking about kids that do not have a library card, but will need to do online work. She said that for now, staff will allow people to call in and join/get a library card over the phone. This will allow them to use all of the digital services, and if they come in to verify their identity, they will then be able to then take out physical materials.

Until an identity is verified, the card will remain at the desk and a note will be kept in the computer system.

Kevin asked if there are no longer patrons coming into the library, should the staff look into creating video content, how to videos, etc? Betty Sue said Teresa has already looked into what children's books are able to be read/shared online to begin creating videos for younger patrons. She also shared that she is keeping an eye on staff numbers (keeping it under half) and how staff and patrons have also been great about keeping their distances when they are in the building. Betty Sue did share that two staff members are staying at home due to health concerns, and there is another that may choose to do so soon. Kevin said that there is currently no penalty to staff for not coming to work, and that he has looked at the idea of 'fronting' sick time to employees to use now, and worry about the reimbursement later.

Terry asked how many of the library employees are full time, and how many of those are the sole source of income for their families? The board should have a plan for what happens if this extends into multiple months- even the summer.

Kevin said that he and Betty Sue had some questions for Greta, and she is working on it but did not have answers for all the questions. If they are 'gifting' public money to employees for not working, when does this potentially become a problem?

Anitric and Linda discussed articles they had recently read about transmission and testing that is currently underway. This is relevant to keeping the library open or closed, and the level of operation.

Dan had several ideas about how to potentially operate and stay open under some of these conditions- signing in for specific times to use the computer or to browse for books, keeping those times separate with time for cleaning/sanitizing between. Or, keeping the staff working, making posts for social media dress up days or small lessons. This would keep the staff working, but still keep them engaged in the community and with the Library's mission.

Betty Sue said she has spent more time than usual today out front, asking people what they need. The staff has really been working hard to maintain a positive attitude.

Kevin agreed with Terry, there are ways to digitize the library's regular content. For example, Tea with Dee is currently not recorded. This is something that could be recorded and posted for patrons to view. Debbie said she regularly hosts webinars on a platform called Zoom, and that it is very easy to use. Linda said that she has a device called an Ozmo that is made for taking videos on an iPhone and it takes out all the shakiness and vibrations. She will let Betty Sue and staff borrow it to try it out.

Terry and Kevin had a discussion about what cleaning products are available around town or even online. Kevin did mention that the library is eligible for the state-made hand sanitizer, as a last resort.

Terry asked about the book delivery to shut-ins, and Betty Sue said that the program is currently suspended. Because so much of this service is actually communication for people who do not regularly get it, he asked if there was a way to ask another staff member to do it. Linda said that she is uncomfortable asking a staff member to go out and have contact with that many new people. The staff member who used to do it, did load up many of the participants before she stopped the service. Kevin suggested that if this continues for more than a month, perhaps there could be a bagged book exchange- leave your books on the front porch and replace it with another; no contact necessary.

Linda asked if the library could set up some of those tiny free libraries in different locations around town? Betty Sue said she's not sure, and Dan said he already gives out donated books to kids at the Community Kitchen on Fridays. Betty Sue said she will post that on the sign if Dan emails her the details.

Kevin asked, just to reiterate, if the board is comfortable with continuing to pay employees during reduced services and a potential closing. Terry said that as long as questions are answered satisfactorily by the attorney, he feels it is the right thing to do.

Gloria said she thinks the board should vote tonight on closing the library.

Tom Rivers, public member, asked what would happen if there was a confirmed case in Orleans County or Albion and it turns out that he or she was in the Library. Does that put the entire staff under mandatory quarantine? What happens at that point? Betty Sue and Terry discussed what has happened in cases just like this in other areas.

Kevin said that the board should get back to Gloria's question- should the board vote on closing the library? Gloria said she heard a lot around the table discussing what the library can do, does that mean we should stay open? Terry and Betty Sue both discussed ways the library can still serve the community, while the building itself is closed. Kevin's suggestion was that, until a direction by the health department or governor, the Library could close on Friday or Saturday. The staff can continue to provide certain services without contact with the public or the building being open. Dan asked if the patronage will go down in the long run, if patrons see how many

services are now available online. Kevin and Terry discussed how there was a concern when moving into this building and the newness of e-books, but patronage even went up.

Terry did ask that the staff wear gloves, and Betty Sue said that more have just been ordered. Several patrons have commented and thanked staff for wearing them.

Terry said that he does think the staff should be paid, as long as the attorney has no problems with it. Dan asked if this would be full time employees or all employees? Betty Sue went through a rough plan for how she would manage staff schedules, and it would be all employees at roughly half the time they are working now. Still, if any employee chooses to stay home during this pandemic there is no penalty for that at this time.

Kevin pointed out that with the building closed, all the books and toys in the children's library (for example) will have been stored for longer than the 'shelf life' of the virus. Terry discussed the possibility of purchasing a sanitizer, and Kevin said he did inquire about a potential need to change filters or anything and was told it would not really do anything.

Dan did ask again if employees would be paid the weeks they were not actually in the building. Kevin and Linda said that, as long as that is approved by the attorney, that seems to be the consensus of the board.

Betty Sue asked if the building is closed, would the board be ok with reducing hours? Or setting up two 'blocks' of time

Kevin and Linda discussed having another person pick up books, or even putting a code or number on the bag for privacy.

Staff will be in the building from 10am to 6pm, and answering the phone. Book bag pickups will be at reduced hours at Betty Sue's discretion, but suggested at 10-2, and 4-6.

**Linda- close the library as of Friday, 3/20/20, at 5pm. 2nd by Debbie- unanimous**

**Linda- Library hours will be 10-6 on Monday-Friday, closed on Saturdays. 2nd by Anitrice- unanimous**

**Terry- during the interim, all employees are paid their regular pay until further notice. 2nd by Gloria- unanimous**

Tom R had a question about the status of the building- that the building would not be open to the public, but that the front set of doors would be unlocked from 10am to 6pm.

Linda moves to adjourn @ 8:17pm. 2nd by Debbie- unanimous

To Do List: Betty Sue and Linda- make sure the wifi is upgraded to work better/farther in the library

Kevin will contact the attorney with questions about paying employees during the shutdown



**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES**

March 11, 2020

*Special meeting at 6:30 with The Bonadio Group on annual audit. (Light dinner served at 6:00)*

CALL TO ORDER @ 6:30 pm by President Kevin Doherty

**ATTENDANCE**

Gloria Nauden	Debbie DiBacco	Excused- Linda Weller
Joyce Riley	Anitrice Bennett	
Terry Wilbert	Dan Conrad	
Kevin Doherty	Betty Sue Miller	Barb Kyler- for audit only

Audit Report by Jonathan Miller from the Bonadio Group.

- Identified the purpose of the audit.
- Recognized Barb's attention to detail and how it facilitated and expedited the process.
- Executive Summary reviewed at the beginning of the report- After discussing the communication with governance pages, what that entails and how it relates to other
- The summary of Financials and Management letter shows the decrease in revenue and support.
  - Fewer large donations than in the previous year.
  - Also included in this summary is the difference in expenses from hiring two new full
- Identified the debt ratio and how the library is still in a strong financial position due to investing large gifts and paying down on the mortgage when able.

Recommendations-

- Process Change-When the Director approves and requests pay raises for staff members, it is time staff members entered into the system currently.
- The recommendation is that the Director go into the payroll system to confirm that any pay rate changes are what she requested and was approved.
- Also, that Director level of compensation should be voted on each year to confirm any rate changes. This is a process change.
- Tightening up the policy for investments, to keep this area in compliance and under the radar for a state auditing.

Other: If the Hoag had not been gifted money, it would still be financially viable. As stated by President, the board would have had lower expenses because they would not have spent the gift on the mortgage down payment. A Board Member (T. Wilbert) asked about employee pay raises- is that something that the board should have a clear vote on employee rate changes. Mr. Miller said that if any changes are included in a budget and the budget is voted on, that should be enough.

Finally, tab 3 of the report shows the tax for 990 shows what will be filed with the federal government, including Betty Sue's approved salary.

Motion: Accept the audit report as presented by the Bonadio Group and authorize them to remove the draft status one week from today, pending questions from the board-

**Motion proposed by T. Wilbert; 2nd by D. Conrad; Unanimous ye a vote**

REVIEW and ADOPT AGENDA-

Addition proposal by President to adopt the budget resolution under review and adopt

- Under New Business, NIOGA Advocacy (this came in the mail to several board members)
- Building and grounds-

**Motion to accept from A. Riley, 2nd from D. DiBacco- Unanimous yea vote**

PUBLIC FORUM OPPORTUNITY- no members of the public are present

#### REVIEW AND ADOPT

Minutes from Meeting of February 12, 2020

- Add Betty Sue Miller's name under attendance, and Maurice Taylor's name as absent
- Add meeting of the Nominations & Elections committee
  - Ensure that the following are all included under nominations and elections:
  - 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 down 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
  - These changes were sent out in the packet for this meeting

**Per the recommendations of the committee, to make the amendments as noted- unanimous**

**Motion- J. Riley moved to approve with the adjustments noted above. 2nd by G. Nauden; Unanimous yea**

Treasurer's report December, 2019 and February, 2020

**Motion- J. Riley- move to accept the December report, T. Wilbert 2nd- unanimous**

February, T. Wilbert mentioned that the line item is fully used for Disability Insurance, but it is paid for the year. There was discussion.

**Motion- A. Riley moves to accept the February report, 2nd by D. Conrad- unanimous**

Budget Resolution- T. Wilbert asked to do the personnel committee report first and also, the budget needs to include a line item for grants, separate from any other line items.

**Motion- J Riley moves to accept this budget, with a line item for grants to be included under income AND expenses, D. DiBacco 2nd- unanimous**

#### DIRECTOR'S REPORT-

Flag Restoration

- Received a call back from Gwen Spicer regarding flag restoration.
  - It would cost \$100 for an evaluation
  - she would need to keep it for some time. She has also heard about the regimental flag in the past, as the flag restoration community is relatively small.
  - She also had some details about what the flag would have really looked like, and how it would have been used.

- Gwen Spicer and the textile lab in NYC would both like to know the plan for the flag, and how it would (potentially) displayed in the future.
- Director asks the board's permission to send the flag to Gwen Spicer for evaluation at the cost of \$100. J. Riley said this would be a good idea, as it could give us some options and also show the donor that there is movement in the restoration process.
- Director said the Saratoga Flag museum does not do restorations, but they are willing to take the flag for display (no strings attached), if the cost of restoration and display does become cost prohibitive to the library.
- J. Riley asked if other items, such as the letters, are ever taken out and placed on display? Though the library is not a museum, these are not items the library is not planning to give away. J. Riley would like to see the library plan some events to share the local history that is stored here. Betty Sue mentioned that in the past a board member was trying to set up a local history committee, but it fell to the wayside when that member fell ill.

#### Mural

- The mural is underway, and there was some discussion about potentially raising the lights.

#### Donor event-

- the staff has been working very hard on this project.
- Requesting Board Members to help make calls for donations to lighten the load for staff members. Wegmans and Tops have donated gift certificates, which will help offset the cost. She is also asking for people to come help set up on Friday night or Saturday before the event, there will be balloons to blow up and food to set up.
- Also, staying late to help clean up (and have bags for leftover food) would be very helpful. Betty Sue asked if in the past there was a guest book for people to sign- Kevin and Terry said there was not, but there should be. Director showed some of the displays that would be up for the donor soiree, including the Regimental flag and the Washington letter, a PowerPoint presentation of programs, the new mural, and (hopefully) some of the upcoming events and items. Joyce asked if there are receipts for people who make donations, and Betty Sue said yes. She could pick them up to have them when she solicits for donations.
- Circulation System- Per the resolution from last meeting, the contract with the former company has not been renewed. Betty Sue has found out that the Tech-Logic system is not really used in NYS, because NY libraries are run in systems

#### **Motion- for Betty Sue to purchase a new checkout system products and services from TechLogic by J. Riley, 2nd by D. DiBacco- unanimous**

#### REPORTS and REQUESTS from COMMITTEES

##### FINANCE COMMITTEE-

- Met on 3/10/20, to review staff increases recommended by the personnel committee.
- Report included amounts for actual employee salary and state expenditure costs. Well within the budget, so recommends to approve the personnel committee recommendations.
- **Motion- accept the report of the committee- unanimous yea**

##### BUILDINGS and GROUNDS Reports

- meetings on November 12, 2019 and March 10, 2020

- Add to the report- Joyce Riley was in attendance for the March 10th meeting
- Info about the EV station
  - Existing conduit for EV dual station
  - grants available from NYSERDA, NIOGA, and potentially the Friends of the Library
  - will be located on North side of current parking lot
  - could potentially put in another between Ace and Library

**Motion- Accept recommendations from committee- unanimous yea**

Children's library entrance-

- committee looked at several different options, and that several of the older style entrances are actually huge collectors of dirt and dust (and germs). They looked at some removable/changeable options that would keep the entrance more interesting and related to certain books.
- Director asked the board/committee to think about removing a section of the fence for the summer, if a suitable gate is not found, purchased, and installed before then.
- the committee to have a conversation with the architect about options, not just a presentation of their ideas

Buildings & Grounds

- There is an upcoming walkthrough with the architects soon and Terry has a list of things to talk through with them, including the blinds, the roofing shingle, and several other items.
- Bids have gone out for driveway sealing, lawn mowing, and
- A spreadsheet for annual contracts, insurances, and maintenance needs to be prepared. The committee will work with Barb and Betty Sue on this.
- There is an exhaust pipe that needs to be extended to prevent condensation- Kirk Strickland has been contacted about this repair.
- Job Corp has been contacted about exterior painting, we are waiting for them to come and review the site/job. If scaffolding is needed, the library will be responsible for the cost of that and the paint.
- The weather vane condition was discussed, and potential placement. The committee needs to view the weather vane and determine the level repairs needed.
- Charging stations- there have been some questions of information security, especially when using inductive charging. In the meantime, Betty Sue has ordered a selection of charging cords to keep at the desk that patrons may use when in the library.

**NOMINATIONS AND ELECTIONS**

Nothing new from last meeting, ballots are available and there are three seats up for elections.

**PERSONNEL-**

- report from 2/26 meeting was sent via email: G. Nauden, D. DiBacco, and K. Doherty were in attendance
- discussed how the library is so often full and is used by so many members of the community. Kevin shared that some libraries have to look at their numbers and potentially close partially or completely in the library. T. Wilbert reminded the board that the Swan was once closed for the summer after losing a budget vote, and Kevin shared about that.
- The committee report recommends that all full -time employees are given a 3% increase this year. They also recommend that as NYS increases minimum wage, that the lower tier employees that are near that rate continuously remain \$0.25

above the minimum rate. This should be automatically updated, and not need an individual board approval at each NYS rate raise.

- T. Wilbert said the library should look at making set rates for employees, as steps. Make a formula for entry salaries, rate increases, etc. It also behooves the board to look into encouraging NIOGA

**Motion- Accept Recommendations by the committee- unanimous yea**

## PLANNING

## LOCAL HISTORY

### FRIENDS OF THE LIBRARY

The friends would like to be more involved- they are providing cupcakes from March 17th, the anniversary of the Swan Library. They did not make as much as anticipated from the last book sale, but are always happy to help the library.

## OLD BUSINESS

EV Charger

Flag

Mural in Curtis Room

Donor Event

Circulation System-

## NEW BUSINESS

Coronavirus preparedness-

- Now that all SUNY school campuses are closed, libraries are expecting an influx of students in need of library and technology services.
- T. Wilbert shared some of the flu precautions that school districts have taken, especially with technology and shared computers. Also, shared his concerns for populations that are more vulnerable, and how the library could better serve them if there is a case/outbreak in the area. Betty Sue did mention that because the library falls under State Ed, so if there is a direction given to schools, it may include libraries.
- President mentioned that while it is always his first choice to keep the library open, he also wants to make sure that no staff member is ever put in danger when coming to work.
- G. Nauden asked about having hand sanitizer dispensers added to the walls around the building. This would be a good idea anytime, not only because of this pandemic.
- NIOGA Advocacy - This packet came in the mail to most of the board members, and Kevin passed his around for those who have not yet received theirs. His question to the board was how involved should the library be, and how involved should we ask our customers to be. Terry suggested that something be posted on the website, like a sample letter, and also near the desk for book checkout.
- Director shared that she delivered the lists she and the staff compiled of services the library is now responsible for, in response to service cuts in government offices. The courthouse sends people to have forms printed, notarized, or even help filling them out. Senator Hawley seemed to take the lists seriously, and Senator Ortt seemed very surprised at the amount of non-library services needed by customers.

Questions or Concerns from the Correspondence Folder- not this month

PUBLIC FORUM OPPORTUNITY- no members at this time

#### COMMENTS AND CONCERNS AROUND THE TABLE

- D. Conrad shared that he is looking to start a Big Brothers/Big Sisters program and hold meetings at the library
- D. Conrad is getting recognized as citizen of the year this Wednesday at the Village Inn!!
- G. Nauden said she spoke with members of the public who really enjoyed the movie Harriet, but even more so the discussion group after the movie! This is something the library should look into doing after their movies regularly.

ADJOURNMENT- G. Nauden moved @ 8:52, 2nd by A. Riley

#### NEXT MEETING and EVENTS

Donor Event 3/21

Board Meeting April 8

Friends Meeting April 14

Submitted by

Joyce Riley

## Director's Report March 11, 2020

### The Flag

In an effort to learn more about where and how we could obtain information on restoring the flag I reached out to the Reference department at the NYS Library and followed up on provided information.

1. As I reported last month I contacted the Textile Lab at St, John the Divine in NYC. Notes are in my last month's report and in the notes from of the meeting.
2. I have been in contact with the Saratoga Military Museum The following is the email Christopher Morton, the director of the museum, sent after our very productive conversation. I was stunned at the amount of general information he was able to provide and I would like us to reprint some of it to keep it with the flag.
  - The museum does not do restorations but would be willing to accept the flag as a donation, with no strings attached, if restoration becomes out of the question.
  - I have printed the email here and the links that were provided. Please note you have to press Ctrl and click to access the links.

\*\*\*\*\*

Good afternoon. Thank you very much for contacting us regarding this flag and for sharing a wealth of information. It was my pleasure to talk with you over the phone.

This flag is certainly worth preservation! This flag is a treasure and should be conserved for future generations.

Attached is the article I mentioned from the NY Times regarding the presentation of a "stand of colors" to the 26<sup>th</sup> USCT. Presumably your flag was part of the "stand of colors" presented to the regiment. I cannot confirm with absolute certainty but it is very plausible.

Here is a link to the regiment's national color:

<http://dmna.ny.gov/historic/btlflags/infantry/26thUSCTNational2005.0076.htm>

And a link to the regimental color:

<http://dmna.ny.gov/historic/btlflags/infantry/26thInfReg.htm>

And here are a few links to similar General Guide Flags:

<http://dmna.ny.gov/historic/btlflags/cavalry/20thCavGuide2001.0053.htm>

<http://dmna.ny.gov/historic/btlflags/infantry/106thInfGenGuide.htm>

<http://dmna.ny.gov/historic/btlflags/infantry/124thInfGenGuide.htm>

<http://dmna.ny.gov/historic/btlflags/infantry/134thInfGeneralGuideFlags.htm>

<http://dmna.ny.gov/historic/btlflags/infantry/144thInfGenGuides.htm>

<http://dmna.ny.gov/historic/btlflags/infantry/174thInfGeneralGuideFlags.htm>

And finally, here is a link to the American Institute for Conservation to find a textile conservator near you. Just click the "Find A Conservator" button:

<https://www.culturalheritage.org/>

Again, thank you for contacting us. I apologize for the difficulty you had in attempting to reach us. If you have any additional questions or concerns, please let me know. I hope you consider the NYS Military Museum should you decide to donate the flag. Please keep me posted.

Thank you very much –  
Chris

Christopher S. Morton  
Assistant Curator, Military Museum and Veterans Research Center

\*\*\*\*\*

### The Flag continued

3. It was requested that I locate contact information for and reach out to Gwen Spicer.
  - I have had one phone call and two emails where I provided the same information that was sent to the other two locations.
  - I am waiting for a response.
  - If you would like to explore her website, it is at [spicerart.com](http://spicerart.com)
4. I have spoken to the donor who expressed interest in having the flag delivered to NYC for evaluation. I will contact again with additional information as it conveyed.

### The Mural

- Plans have been finalized for installation the week before the donor event.
- Jim Babcock will be working with Stacy.
- He will also raise the center light to create a better sight line for the mural. The angle will match that of the ceiling.

### Donor Event

- Still could use help with donations.
- If you would rather purchase something for the event rather than solicit a donation I will have a list of items we could use at the meeting.
- We could use help the day of the event. I will have a list of tasks and/or items we need help with and times.
- We will have some displays and PowerPoints running. Is there something specific you would like to see?

### Circulation System

- I have received all of the information from Tech Logic to insure that we can switch systems smoothly
- I have communicated with both Maggie Stein and Justin Genter at Nioga and forwarded information to them
- They expressed understanding at wanting to switch to a more economical system but were reticent to give their approval wholeheartedly. Change is never a good thing.



- I would like to have approval to move forward before we have an issue that would require intervention on an old set of equipment.
- Refer to last month's report for the quote specifics from Info Tech and the bid is located here.

## **Building and Grounds Report March 10, 2020**

Present Kevin Doherty [ex officio], Anitrice Bennett, Terry Wilbert, Joyce Riley, and Betty Sue Miller [at 7 PM]

EV station - We can use the existing conduit that exists from the outdoor lights so no trenching will be necessary. Monies are available from NYSERDA, potentially NIOGA, and the Friends. The first station will be on the north side of the current parking lot with an additional one if needed on the north side between ACE and the Library.

Children's Library – looking at potentially an electronic entrance. A re-imagined Children's Garden. The Building and Grounds Committee will meet with the architect to review ideas. A mural for the Children's Library potentially using a GO Art grant. More to follow.

There is a walk through with King and King Architect at this time multiple issues can be addressed such as the shingle that fell off the roof; the shades within the library that do not work properly; and any other issues that might be seen or noticed.

Driveway sealing bids are about to go out.

Lawn mowing bids are ready to go out.

A spread sheet for contracts, insurances, and needed yearly maintenance is to be prepared. Kurt Strickland has been contacted about repair of an exhaust pipe that needs to be extended to prevent condensation on the building.

Exterior Painting – Job Corps has been contacted and we await the painting instructor to come out to review the job. The library would be responsible for any cost of paint and scaffolding if needed.

The Weather Vane was discussed as to the condition and where the potential location for placement. The first order of business is to view the weather vane and determine any needed repairs and an estimate of cost to do the repairs.

Charging stations. The Board had approved charging stations for use of the patrons. Due to potential security concerns this was not done. It was decided to order charging cords for various device to lend to patrons.

**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 2<sup>nd</sup>, 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 31<sup>st</sup> they would like to hold another Teacher Open House following the same format as before.
- On April 8<sup>th</sup> the group is hosting an informational meeting for individuals who may be interested in running for the school board.
- On March 30<sup>th</sup> 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 21<sup>st</sup> 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 3<sup>rd</sup>
- Floor refinishing on January 10<sup>th</sup>
- 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