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Meeting Notes  
for a Regular Meeting of the  
TRUSTEES OF THE HOAG LIBRARY  
of the Swan Library Association  
**August 12, 2020 7:00 PM**

**This meeting is being made available as a ZOOM meeting due to Covid-19 concerns as well as an in person meeting**

**Information to observe the meeting is on the front page of the Library website**  
[www.hoaglibrary.org](http://www.hoaglibrary.org)

MEETING CALL TO ORDER @ 7:05pm

Roll Call to confirm attendance

|                  |                |                  |
|------------------|----------------|------------------|
| Anitrice Bennett | Debbie DiBacco | Betty Sue Miller |
| Joyce Riley      | Linda Weller   | Kathy Harling    |
| Gloria Nauden    |                |                  |

Excused : Dan Conrad and Terry Wilbert

PLEDGE TO THE FLAG

REVIEW and ADOPT AGENDA

Motion

Gloria moved to adopt the agenda with the change

Motion 2<sup>nd</sup> by Joyce

All in favor – unanimously approved

ELECTION OF SECRETARY

Linda Weller nominated herself, there were no other nominations.

Closed by Debbie

Motion 2<sup>nd</sup> by Joyce

All in favor - unanimously approved.

PUBLIC FORUM OPPORTUNITY –

No public members to speak at this time

REVIEW and POTENTIAL ADOPTION OF

July 15 minutes

Motion

The date at the top states June 15th, but should read July 15th at the top.

Sentence was cut off- “Gloria said that” sentence should be removed completely

Under new business- “Motion to approve Meghan Coyle as recording secretary at the stated rate of pay of \$50”

Minutes also need to be signed by the person who completed them

**Joyce made the motion moved to approve the minutes with the additions noted above**

**Motion 2<sup>nd</sup> by Kathy**

**All in Favor - unanimously approved**

June Treasurer's Financial Report

Motion

**Linda made the motion to approve  
Motion 2<sup>nd</sup> by Gloria  
All in Favor – unanimously approved**

July Treasurer's Financial Report

Motion

**Debbie made the motion to approve  
Motion 2<sup>nd</sup> by Joyce  
All in Favor – unanimously approved**

~~August Treasurer's Financial Report~~ ~~—————~~ ~~Motion~~

**DIRECTOR'S REPORT**

Betty Sue has sent the information about the grant from Xerox to the finance committee  
Under grants- nothing new on the charging stations  
Betty Sue would like to update all rentals to be three weeks for all materials - books,  
movies, magazines, **and DVD's will be 2 weeks**  
Betty Sue also shared that the virtual book clubs have been somewhat successful  
She would also like to update the signs in the library  
Asked the board **what the board would like to see for programming**

**AC UNIT**

Motion

An emergency repair is needed for one of the condensers for the AC that is outside of  
the building. The unit needs a new compressor to the tune of over \$5K, she sent this info  
to the board in an email this morning.

**Joyce moves to approve the expense of replacement of the air compressor  
by Trane, and having the finance committee decide which account(s) is  
used for this payment  
Motion 2<sup>nd</sup> by Debbie  
All in Favor – unanimously approved**

**REPORTS and REQUESTS FROM COMMITTEES-**

Anitrice asked board members to please make sure they have joined more than one  
committee, and to check in with the other members of the committees they have joined.  
These committees are needed to do the business of the library.

**EXECUTIVE COMMITTEE**

**PERSONNEL COMMITTEE**

**FINANCE COMMITTEE**

Report

Joyce reporting- met Aug 10th in the morning.  
Joyce was elected as chair

Signatories for all the financial accounts have been changed, only the investment account remains.

She recommends that any presentations are done to the whole board, not only the finance committee.

**The committee recommends:**

**- specifics noted in the finance committee report- unanimous**

The finance committee also plans to have their working budget ready to present to the board by November 1st, so that the board has time to review and vote on it prior to January 1st, 2021.

The committee also would like there to be a backup HVAC contract looked at, in case this contract becomes too expensive.

The finance committee envisions Hoopla will become a line item in the budget to plan for in the future

Barb has started the spreadsheet the committee asked for to do long term planning, and it will be reviewed/approved at the next meeting before use.

The committee will meet the first Thursday at 10:30, at the Library.

**BUILDINGS and GROUNDS COMMITTEE**

- Nothing to report

**NOMINATIONS and ELECTIONS COMMITTEE**

- On hold

**PLANNING COMMITTEE**

- Nothing to report

**LOCAL HISTORY COMMITTEE**

- On hold

**AD HOC COMMITTEE ON COVID 19**

- Nothing to report

**FRIENDS of THE LIBRARY**

- They are not yet ready to reopen the bookstore; the library is not taking donations at this time.

**OLD BUSINESS**

-HVAC exhaust

- discussed at the time of the director's report. – motion was made see above

**NEW BUSINESS**

Betty Sue said the library is not yet back to the old hours, or opening the meeting rooms at this time. This is similar to what other libraries are doing at this time, waiting for schools to

open. Betty Sue is asking the board their opinion on keeping the reduced hours and no large group meetings. – A discussion was had

#### UPCOMING MEETINGS AND EVENTS

Finance Committee Meeting September 3rd 10:30 AM  
Regular September Meeting September 9th 7 PM

Reminders to the Board –

please sign your conflict of interest form and return them to the library

Separate email account for your library business?

If yes, please make sure you have updated Terry, Betty Sue, and Barb so all of your board information gets to the correct address. This is not something that needs to be done tonight, just make sure people know what email to send things to.

Joyce asked if access to the building for Board Members was something she missed (it was on previous agendas), discussion was had

Action Items:

Betty Sue-

- Have Trane come in for replacement AC
- Contact investment company for a board presentation
- Will have Barb check who has turned in conflict of interest, and have forms ready for next meeting for those missing

All Board Members

- complete sexual harassment training or bring in certificate if done at you job (Joyce will send a link to NYS website for 45 min training)

ADJOURNMENT

Motion

**Motion was made by Linda to adjourn at 8:50pm,**

**Motion 2nd by Debbie**

**All in Favor - unanimously approved**

**Submitted by,**

**Linda Weller**

**8/13/2020**