

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
January 13th 7:00 PM

Due to COVID concerns this meeting was available as both a ZOOM & an in-person meeting
Information to observe the meeting was found on the front page of the Library website www.hoaglibrary.org

CALL TO ORDER: 7:02pm by Joyce Riley

ATTENDANCE: Dan Conrad, Debbie DiBacco, Kathy Harling, Betty Sue Miller, Gloria Nauden, Joyce Riley, and Linda Weller

Recording Secretary: Meghan Coyle / ZOOM host: Mike Magnuson

PLEDGE TO THE FLAG

REVIEW AND ADOPT AGENDA:

Motion to adopt agenda with additions – Joyce Riley / Seconded – Gloria Nauden – Unanimous

EXECUTIVE SESSION:

1. Moved to enter executive session – 7:06PM
2. Exited executive session – 7:59PM

PUBLIC FORUM OPPORTUNITY

ELECTION OF OFFICERS

1. President: Joyce Riley nominated by Linda Weller. / Seconded – Gloria Nauden – Unanimous
2. Vice President: Dan Conrad nominated by Gloria Nauden / Seconded – Linda Weller – Unanimous
3. Secretary: Debbie DiBacco nominated by Gloria Nauden / Seconded – Dan Conrad – Unanimous

REVIEW AND ADOPT MINUTES:

1. Motion to approve minutes from December 9th, 2020 by Linda Weller / Seconded – Debbie DiBacco – Unanimous
2. Motion to approve minutes from special meeting on December 10th, 2020 by Linda Weller / Seconded – Debbie DiBacco – Unanimous

REVIEW AND ADOPT TREASURER'S REPORT:

1. Motion to approve December 2020 Treasurer's Financial Report as is by Gloria Nauden / Seconded – Linda Weller – Unanimous

DIRECTOR'S REPORT: See attached

COMMITTEE REPORTS:

FINANCE COMMITTEE

1. Info Advantage did an audit and will send back overcharge amount of \$4,125
2. Recommend Barb transfer \$35,000 from Morgan Stanley Smith Barney Operating Fund to meet January expenses and payroll; specifically, \$15,000 to Community Bank for monthly expenditures and

\$20,000 to Five Star for payroll Approve expenditures from December 9th 2020, to January 12th 2021
– Motion to accept by Linda Weller / Seconded – Debbie DiBacco – Unanimous

3. Motion to approve 2021 Budget by Linda Weller / Seconded – Dan Conrad – Unanimous

AD HOC COMMITTEE ON COVID-19

No report

BUILDINGS AND GROUNDS COMMITTEE

No report

EXECUTIVE COMMITTEE

No report

LOCAL HISTORY COMMITTEE

No report

PERSONNEL COMMITTEE

No report

PLANNING COMMITTEE

No report

FRIENDS OF THE LIBRARY – Will not meet until March 2021

OLD BUSINESS

1. EV Chargers – Motion to move forward with installing two systems (four chargers) with EV Solutions by Linda Weller / Seconded – Debbie DiBacco – Unanimous

NEW BUSINESS

1. IRS – Mileage Rate – January 1, 2021 – Standard mileage is .56 cents per mile driven for business use, down 1.5 cents from the 2020 rate. Motion to accept standard mileage rate by Linda Weller / Seconded – Gloria Nauden – Unanimous
2. Website design by Maison Albion – willing to charge ½ normal rate: \$1500 for a site library can update on their own. Betty Sue Miller will send out website info on Thursday with a response by Friday. Motion to accept by Linda Weller / Seconded – Gloria Nauden – Unanimous

EXECUTIVE SESSION:

1. Moved to enter executive session – 9:04PM – Kathy Harling / Seconded by Gloria Nauden
2. Exited executive session – 9:22PM – Gloria Nauden / Seconded by Linda Weller

MOTION TO DISMISS – 9:33pm

1. Linda Weller / Seconded by Debbie DiBacco – Unanimous

Respectfully submitted,

Debbie DiBacco, Board of Trustees,
Secretary

Director's Report January 2021

By the numbers

In looking at our circulation over the last six months we are still way behind last year. I didn't even look at the yearly total because of the months we were closed.

I figured the percentage of circulation compared to the same period in 2019

- July: 38%
- August: 51%
- September: 65%
- October:
- November: 69%
- December: 68%

You can see the percentage rise once we reopened but I would like to see it exceed the 60% range. In checking other libraries of similar size or larger the numbers are similar with the exception of Batavia who is running in the 70%s.

We are running a winter reading contest for the next two months with entries after the reader has completed 5 books with drawings for a prize in children, teen and adult ranges.

63%

Patrons borrowed 2167

items from

Overdrive this year and I was pleased to see the number of items rise from 106 last January to 190 in December with 6 months topping 200.

Zinio is the online magazine service provide by Nioga. There are 90+ magazines available to download. Last year's total was 425 and this year's was 572 which is a 35% increase.

Hoopla is the service that in the past was paid for by Nioga which switched to member libraries paying monthly based on the number of downloads. Our first bill was for December for \$507 for a total of 276 items borrowed.

I believe that part of the decrease in circulation for physical items is offset by the increase in items downloaded by patrons. I will be watching this numbers as the year progresses.

The patron numbers for the last three weeks of December through the first week of January have decreased from low 400s to between 248 and 324. This is partly due to three days of holiday closure. There also seems to be some hesitancy about coming to the library by some of our more elderly patrons.

Elizabeth crunched some Patron Count numbers for November and December and saw some interesting trends (I'm not shocked by these numbers)

November 2020 Average # of patrons:

10a-12p: 23.63
12p-2p: 21.95
2p-4p: 21.86
4p-6p: 14.84
(5:30p-6p: 1.66)

As you can see Hoag Library tends to be busier at the beginning of the day with very little traffic at the end of the day. We are also busiest at the beginning of the week.

December 2020:

10a-12p: 25.2
12p-2p: 20.3
2p-4p: 19.32
4-6: 11.53
(5:30p-6p: 1.73)

Average # of patrons by day of week (Nov. & Dec.):

Monday: 95
Tuesday: 81
Wednesday: 79
Thursday: 70
Friday: 71

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- Several weeks ago we held an energy savings walk through with “Lime,” providing an energy savings assessment through National Grid, showing potential savings if we switched all of our lighting fixtures to LEDs. I have the proposal which I will be sending to the buildings and grounds committee and I will reach out to King and King, our architects for recommendations. At the time of constructions LEDs were relatively new and were not recommended due to their causing headaches.
 - I have also received two bids for the EV chargers which need to be reviewed by B&G.
 - Westfire who maintains our alarm systems performed an alarm test on 1/7/2021 and all is well.
 - Barb has been preparing documents for our annual audit which starts on 1/11/2021.
 - Elizabeth and I met with the new owners of what was previously known as “The Pillars”. As part of their business they also offer website design under the business name “Flourish.” They have offered to create a new website design for the library for a price of \$1500, which is half of their usual cost. Redesign has been a goal for the library since before I came on board. This is the first time I have talked with someone who seemed to understand our needs and was anxious to be of service. They particularly want to establish themselves in their new community. I don’t know which committee this needs to be referred to but I would like permission to go ahead with this. They would develop a plan, meet with us and then teach Elizabeth how to maintain the site. We would be responsible for updating and literally running the website. We would be provided with a platform and software as well as guidance to get started. We also talked about some ideas for fundraising and programming when we finally put Covid 19 behind us.
 - We have finished weeding the paperback section. Sue Davis has pretty much done this single handedly, I request the shelf lists from Nioga, she locates the items that look ratty or no longer circulate and puts them on carts for me to review. I have learned much about our collection and love sharing that with the staff.

- Hoag is running a winter reading challenge. Teresa has created the guidelines and three baskets of with type cozy items to be given to one person in each of three categories-adult, teen, and children. Check the website for more details.
- The friends have held their last meeting until March. The bookstore is open daily and if not the front staff let patrons in to browse. One item for future consideration is the memorial bricks out front. There is a display of bricks ready to be set in the spring with hopes of more to be added. The group has expressed an interest in providing some kind of signage for the area with a seating area. They will be approaching the board in the spring.