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Vision – Hoag Library will be a vital resource in the community, a leader in traditional and innovative service for a diverse and dynamic population. [Adapted from NYS Board of Regents, Governance Role of a Board Member and Hoag Library’s Vision Statement]

CALL TO ORDER: 7:00pm by Joyce Riley

ATTENDANCE:
Joyce Riley, Dan Conrad, Gloria Nauden, Linda Weller, Anitrice Bennett, Betty Sue Miller
Excused: Debbie DiBacco, Kathy Harling
Recording Secretary: Meghan Coyle / Finances: Barb Kyler / Tech Guru: Mike Magnuson

REVIEW AND ADOPT AGENDA:
Motion to accept as is: L. Weller / 2nd G. Nauden - Unanimous

PUBLIC FORUM OPPORTUNITY:
No Members of the public

REVIEW AND ADOPT MINUTES:
Minutes from regular meeting held March 10, 2021
For the minutes of the March Meeting- the transfer of funds motions should list amounts for each account
Correct the spelling of Linda's name under item number 4 (finance committee)
Motion made to accept with these changes- L. Weller / 2nd D. Conrad - Unanimous

REVIEW AND ADOPT TREASURER’S REPORT:
1. Motion to approve Treasurer’s Financial Report as is by L. Weller / Seconded –??– Unanimous

DIRECTOR’S REPORT:
See Attached

COMMITTEE REPORTS:

FINANCE COMMITTEE
Motions to approve income/Expenditures: Passed - Linda Weller Abstained.
  a. Motion to accept the payment of expenditures as brought by the committee on April 14th
  b. Accept transfer from Smith Barney to Five Star Bank in the amount of $28,000 for payroll
  c. Accept transfer of funds from Smith Barney to Community Bank in the amount of $18,000 for monthly expenses.
     Approved Unanimously

BUILDINGS AND GROUNDS COMMITTEE
A. Bennett – Chair - No report

EXECUTIVE COMMITTEE
J. Riley – Chair - No report

PERSONNEL COMMITTEE
G. Nauden – Chair – No report

PLANNING COMMITTEE
D. Conrad – Chair - No report

ELECTION COMMITTEE
The committee met this month and reports the following:
   Dawn Squicciarini and Kevin Doherty are the two candidates running. Gloria has agreed to help count and the committee is planning to reach out to the Friends’ of the Library to assist with election day and counting.
   Drew names from a basket, Kevin Doherty will appear first on the ballot and Dawn Squicciarini will appear second. There are two seats open - the person with the most votes will fulfill a 4-year term. The other term is for a 1 year.

FRIENDS OF THE LIBRARY
No report

AD HOC COMMITTEE ON COVID19
No report

OLD BUSINESS
  1. COVID Policy and Sick/ Vacation policy

      These policies were disbursed previously, and were sent to the board by Greta (the lawyer). These would be approved retroactively to September 30th, 2020.
      Motion to approve Paid Vacation Policy, Paid Sick Leave, and NYS Paid Family Leave Benefits as of September 30th 2020 made by D. Conrad - 2nd A. Bennett - Unanimous

  2. Annual report to ACSD Document

      Betty Sue has not sent a budget presentation to the school, as they have not yet requested the information. She said they normally do a presentation for the open budget meeting and she has not yet heard if there will be one. Linda said she believes it will be a Zoom Meeting this year, so Betty Sue may want to reach out to the school.

  3. 2nd Review of Disbursement Policy (4.5) version 3.4.2021

      Linda made a motion to accept this policy as written and reviewed last month, 2nd - ? - Unanimous

  4. Staff Evaluations- Betty Sue is working on them.

Updates

Website rebuild- the team working on this has experienced a death in the family so this has been put on hold temporarily
Lighting program (change to LEDs) – no update

Café- (Could the FRIENDS run this?)

NEW BUSINESS

1. Staffing – As library opens up more we may need to hire another person part-time to work the desk, or 1 to 2 more subs.
2. Review/update policies 1.1, 1.3 and 1.4
   a. 1.1 - Motion to add phrase “or designee” at the end of the phrase “Library Director, made by L. Weller, 2nd by D. Conrad – Unanimous.
   b. 1.3 – Motion to change “attach” to “attachment section” and to change appendix and title of attachment number 8 to read “Censorship Complaint Form” made by L. Weller, 2nd D. Conrad - Unanimous
   c. 1.4 –This policy will be tabled until the next meeting, with the changes sent out prior to the next meeting.
3. Credit Card Policy 4.4 – Discussion on each authorized user to sign this policy and should be kept – decision in the credit card folder. Motion to have each user sign and keep policy in Credit Card folder made by: L. Weller, 2nd by D. Conrad – Unanimous
4. Whistle Blower Policy – There are two different versions. Betty Sue has sent both to the lawyer for review.
5. GoPro camera – Discussion about possibly testing and using the MacBook for recording meetings.
6. Discussion about adding cameras to the library
   a. Director left the meeting early

Amendment to By-Laws - Under article 2, Officers, #3- Officers are elected annually by the board at an annual organizational meeting and serve for a period of two years. After which they may not be reelected or reappointed to the same position for at least a year.

EXECUTIVE SESSION

1. Motion Executive Session at 8:53pm made by L. Weller / Second by G. Nauden
2. Exited Executive Session at 9:15pm made by L. Weller / Second by A. Bennett

MOTION TO DISMISS – 9:07pm made by L. Weller / Second by G. Nauden

Respectfully submitted,
Barb Kyler
Secretary (Substitute)

Next Meeting Dates:
   Board: May 12, 2021 7PM
   Finance Committee – 1st Thursday and 3rd Wednesday each month 10:30AM
Director’s Report April 14, 2021

I reached out to Gwen Spicer about the progress on our flag. The following is her return email.

Dear Betty Sue,
Your ears must be ringing. I was going to send you a message as that I know you would be asking soon. I have been making great progress on the treatment. The flag is off its board. It was not an easy activity. The really thick glue areas I needed to return to several times. I began to feel that another ingredient was added to the glue that was not easily soluble. However, I was able to remove the vast majority of the paper. The silk is still stained in the very thick areas.

Also the mount has been ordered and I am currently stitching in the areas of loss that encapsulated the fragile silk fibers. The mount will take about 4-5 weeks to be made still. By next meeting I will probably have more information on its status. I believe it is a much happier flag.
Best and stay well
Gwen

As I have explained before, Adrienne Kirby does a fabulous job of evaluating our collection to determine trends in readership. I use her analysis when choosing materials for various sections. I am including Adrienne’s email here so you can see the value in knowing what is going on within the collection. As a result, I have already started to update some of the books on writing and I have worked with the staff on developing some programing. Several years ago we ran a program called NaNoWriMo – National Novel Writing Month. This is an annual event in which participants commit to writing a 50,000-word novel between November 1st and 30th. It began in 1999 as a challenge between friends, but NaNoWriMo has since grown into a global writing marathon …I would like to develop a series of monthly programs geared to writing and then have participants join NaNoRiMo in November. We did this several years ago and had a number of participants.

Hi, Betty Sue--
Normally, I would not start with the 800s, but their circ went up almost 50% -- more than any other section.
The most popular checkouts of the past year were books on how to write, followed with classical literature by dead white guys. The Iliad is one of the top five books in this section overall, having been checked out 27 times. Go figure.

What the list says to me is that we have aspiring writers here. Of course, that's a place to start with both books AND programs. On the other hand, we are working with 2020 numbers so maybe everyone said to themselves, "Now I can write that book I've always wanted to since I have so much free time on my hands." Adrienne
Summer Reading

The theme is “tales and tales” and the image below is the one we will be getting for staff tee-shirts. We may add some as prizes if there is interest and we are also thinking about letting interested people purchase let me know what you think.

Teresa has already planned a number of programs and we have decided to rent a tent so we can more safely hold programs outside. The plan is to rent the tent for 6 weeks for a total cost of $1065. The Friends is underwriting this cost.

![Tails & Tales image]

Hoag Library
2021 Summer Reading Program

******************************************************************************

Book vending machine is in progress and should be ready to ship by the beginning of May.

**EV Chargers:**
This has been a bit of a fiasco. All is solved now. I hope! I have received confirmation that all has been accepted and should be hearing a response in 7-10 days. I was down this road several months ago but somehow all of the submitted data was removed from the portal. I am being assured that all is in order.

**Numbers**

Winter Reading Challenge to share
We had 37 children 6 teens and 21 adults for 64 participants that read 320 books.
Patron Stats for March 2021

Busiest Day: Wednesday (average 98 people) (followed closely by Monday- average 92 people)

Slowest Day: Friday (average 59 people)

Busiest Time: 2pm-4pm (average 27 people)

Slowest Time: 4pm-6pm (average 13 people)

Saturdays have been averaging in the 20 and people are excited that we are open

Wednesday evening are not gaining much traction but I think that will improve as we accept more room reservations.

April Programs of Interest

April 6: Financial Literacy Month: Introduction to Investing

April 13: Financial Literacy Month: Retirement Planning

April 20: Financial Literacy Month: Guide to 529 College Savings via Zoom

April 22: Bindings Book Club

April 23: TGIF Craft Day: Bottle cap Flowers

April 28: BEES! with NY Bee Wellness

April 30: TGIF Craft Day: Hidden Bunny Flower Pots

All month we are encouraging patrons to submit a Haiku to celebrate April Poetry Month.

DePaul

I met with a representative, Hailey, of DePaul this week. She left information about the project and flyers explaining how individual will be able to apply for apartments. We toured the property and I explained some of my concerns about the parking situation as we may need to reclaim spots for summer reading programs. She took pictures of the project and our parking lot and said I should expect to hear from someone next week to address the concerns. I also inquired about a rumor that the DePaul Group was going to ask the Village Board to forfeit ownership of our stretch of Liberty Street so they could turn it into a driveway for the site. I am very opposed to this and will keep you posted.

Don’t forget to bring your handbooks to the meeting to discuss the three policies to be updated. If you have not left your notebook to be updated, please do so and we can have it ready for you before the end of the week.

Two other items that will be addressed before the next meeting will be the lighting project and the idea of having a café event monthly with food and a program.
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

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AUDIT PRESENTATION – 6:30-7:00pm

CALL TO ORDER: 7:00pm by Joyce Riley

ATTENDANCE:
Dan Conrad, Debbie DiBacco, Kathy Harling, Betty Sue Miller, Gloria Nauden, Joyce Riley, Linda Weller
Absent: Anitrice Bennett
Recording Secretary: Meghan Coyle / Finances: Barb Kyler / ZOOM host: Mike Magnuson

PUBLIC FORUM OPPORTUNITY
Bonadio Audit – the audit found the library to be on very solid financial footing. No questions.

REVIEW AND ADOPT AGENDA:
Motion: Gloria Nauden / Unanimous

REVIEW AND ADOPT MINUTES:
1. Changes to February 10, 2021 meeting: Changes made to wording of #2-4 under the finance committee report and #1 under the buildings and grounds committee report.
2. Motion to accept minutes with changes Linda Weller / Seconded – Dan Conrad Unanimous

REVIEW AND ADOPT TREASURER’S REPORT:
2. Motion to approve Treasurer’s Financial Report as is by Linda Weller / Seconded – Debbie DiBacco – Unanimous

REVIEW AND ADOPT DIRECTOR’S REPORT:
1. Discussed library floor. No issues found.
2. Motion to approve Director’s Report – notes do not show who made a motion and who seconded.

COMMITTEE REPORTS:
FINANCE COMMITTEE
5. Committee met March 4th @ 10:00am. Linda Weller, Joyce Riley, Gloria Nauden, Betty Sue Miller and Barb Kyler in attendance.
6. Community Bank meeting set for April 8th.
7. Discussion re: fee for credit card use. Joyce Riley, Barb Kyler looked into this. Bank agreed to retroactively reduce monthly charge from $55.12 to $20.
   a. Accept transfer from Smith Barney to Five Star Bank in the amount of $40,000 for payroll
   b. Accept transfer of funds from Smith Barney to Community Bank in the amount of $32,028.21 for monthly expenses.
   c. Accept recommendation from committee to pay InfoAdvantage for monthly cloud services for remainder of the year and eliminate the monthly fee.

DIRECTOR’S REPORT
No report – note: Megan does not have anything under this area.

BUILDINGS AND GROUNDS COMMITTEE
No report

EXECUTIVE COMMITTEE
No report

LOCAL HISTORY COMMITTEE
No report

PERSONNEL COMMITTEE
1. Met March 3, 2021 at 6:30pm Joyce Riley, Debbie DiBacco, Kathy Harling, Gloria Nauden
2. Committee recommends a 2.5% raise for all employees (except for Betty Sue Miller, Director) retroactive to January 1, 2021. Unanimous.

PLANNING COMMITTEE
No report

ELECTION COMMITTEE
1. Motion that board accept elections protocol. Unanimous.

FRIENDS OF THE LIBRARY
No report

AD HOC COMMITTEE ON COVID19
No report

OLD BUSINESS
- Tech Bids – Barb Kyler
• Building Maintenance – Barb Kyler
  a. Linda Weller motioned to accept the bid from Timothy Newton for maintenance as needed, snowplowing, and salting for the 2021-2022 season. Motion passed with one nay vote.
• COVID Policy/Sick Time Vacation Policy Update – Joyce Riley
  a. Linda Weller asked to table until next month to give everyone time to review information sent from the lawyer.

NEW BUSINESS
1. Disbursement Policy 4.4 – recommendation to be re-read and voted on in the April 2021 meeting.
2. Policy Reviews/Updates/Deletions
   o New procedure to ensure all library policies are relevant and regularly updated to current need and language. Policies to be reviewed at April 2021 meeting: 1.1 Borrower Registration, 1.3 Censorship, 1.4 Computer Use
3. NIOGA Representation – There is a vacancy on the NIOGA board. Board highly recommends Gloria Nauden.
4. Extra hours for library
   o Joyce motioned to have the library open on Saturdays and Wednesday evenings. Unanimous.
   o Joyce motioned to return to the 5pm closing time on Friday. Unanimous.

FRIENDS OF THE LIBRARY
1. The Friends have provided a check to cover the entire cost of a new Library website.
2. They are planning to renew the chair-painting project/sale.
3. They would like to help plan some outdoor summer children activities
4. They are ready to help with the upcoming election

EXECUTIVE SESSION
3. Motion made by Gloria Nauden/Second by Debbie DiBacco to exit Executive Session at 9:30pm

MOTION TO DISMISS – 9:33pm
1. Linda Weller / Seconded by Debbie DiBacco – Unanimous

Respectfully submitted,

Debbie DiBacco, Board of Trustees, Secretary
Since the last meeting

- I have attended 2 webinars
  - 2/17 Social Work in Rural and Small libraries
  - 2/25 How to create scavenger hunts using Gale Databases. (I have share this with Della Morales at the HS library as it may be something ewe can develop and use together.
- Conducted 4 tours of the facility with individuals bidding property service and technology services.
- Attended a Nioga Zoom meeting 2/24
- Met by phone with Cole Glover and Elizabeth Haibach about the progress of our new website.
- Met weekly with Joyce
- Attended 2 finance committee meetings
- Attended one personnel meeting
- Participate in a Zoom meeting with Representative Steve Hawley sponsored by WNYRLC on 2/27
  - Libraries are invited to this advocacy session each year with other libraries to thank him for his continued support of libraries and to describe the areas where local libraries and systems are in pretty dire need of increased funding.
  - In a previous email I forwarded the letter that Steve Hawley sent to the Speaker of that NYS Assembly Carl Heastie.

Friends of the Library

- Met 3/3/2021
- Voted to pay for the design of the new website.
- Planned future book sales and a repeat of the very successful “chair sale” from previous years.
- For summer reading program I have asked Teresa to investigate renting a large tent for 1 or more periods of time for the purpose of holding some programs outside. The friends would consider paying for all or part of this.

Annual Report

This was the most time consuming project of the last month. The report was sent to you as a separate document. As an aside-the first year I was here the report was not submitted until JUNE and was the last one sent into the state. Without the help of Lisa Erickson at Nioga it might never have been finished. Since that time both Barb and I have worked very hard to gather statistics throughout the year in a way to make this much easier. She has done a terrific job and I am very proud of both of us. Because of staff cutbacks at Nioga Lisa requested that libraries make an effort to submit as soon as possible because of the work she has to do to review them before submission. I am glad we were able to accommodate that request!

In completing the annual report, I was sent a document that showed all of the internet upload and download speeds for Nioga libraries. We were among the slowest of all libraries and the only one that did not show we had any type of courtesy or free account. We have also been charged tax. I have reached out to Spectrum for an explanation and
we will be negotiating a new contract because as the woman I spoke to explained- we have been paying more and getting less than other libraries. I will keep you posted.

Some statistics

Each month I receive a packet with statistics for not only Hoag Library but for all Nioga libraries.

Our circulation for the last several months is only 60% of where it was a year ago. I was discouraged but when I compared it to others found we were not dissimilar. I use Medina, Lewiston and LeRoy as comparable and then Batavia, Lockport and North Tonawanda who are the ‘big boys’.

- Lewiston 51%
- Leroy 58%
- Medina 53%
- Batavia 64%
- Lockport 62%
- N’Tonawanda 48%

For internet connections we were at 30% of last year which was the highest of all libraries.

I will not be able to compare these numbers again for quite a while as the next months included closures and shortened hours.

I have also gather statistics for our online services and will update you on those when I have a few more months to look at.

Charge to do employee reviews

At the last personnel committee meeting Linda Weller suggested several ways to involve employees with describing their jobs as well as describing what they liked, what they didn’t and what they would be interested in learning to do. If you would like to see the doc click on the pdf below. All employees completed this in a very thoughtful manner and it will be a useful tool to help see where we need to do cross training and to redesign job descriptions with the ultimate goal of developing useful job reviews.
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

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CALL TO ORDER: 7:00pm by Joyce Riley

ATTENDANCE: Anitrice Bennet, Dan Conrad, Debbie DiBacco, Kathy Harling, Betty Sue Miller, Gloria Nauden, Joyce Riley, Linda Weller
Recording Secretary: Barb Kyler / ZOOM host: Mike Magnuson

REVIEW AND ADOPT AGENDA:
Need to add to January agenda under old business: PTO COVID Policy

PUBLIC FORUM OPPORTUNITY

REVIEW AND ADOPT MINUTES:
3. Changes to January 13, 2021 meeting: Add Linda Weller attendance. #1 motion in minutes needs to be deleted and put in Finance committee as 2021 budget.
4. Motion to accept minutes with changes Linda Weller / Seconded – Gloria Nauden – Unanimous

REVIEW AND ADOPT TREASURER’S REPORT:
3. Motion to approve Treasurer’s Financial Report as is by Linda Weller / Seconded – Debbie DiBacco – Unanimous

REVIEW AND ADOPT DIRECTOR’S REPORT:
3. Discussed library floor. No issues found.

COMMITTEE REPORTS:

FINANCE COMMITTEE
9. Finance committee approved expenditures and deposits reviewed from January 8 – January 29 2021 except for the payment and receipts made by Info Advantage.
10. Finance committee approved expenditures made to Info Advantage for services provided in January for $25 and deposit of $4125 for over charge. Unanimous, Linda Weller abstained
11. Finance committee recommends that Barb Kyler transfer $45,000 from the Morgan Stanley Smith Barney Operating fund to meet February expenses and payroll. $20,000 to Community Bank for monthly expenses and $25,000 to Five Star for Payroll. Unanimous.
12. Motion to approve 2021 budget $762,350, payroll at $349,904 Motion to accept tax levy of $724,260 as proposed: Unanimous.

AD HOC COMMITTEE ON COVID-19
No report

BUILDINGS AND GROUNDS COMMITTEE
1. Met January 23rd - Committee recommends a motion to participate in energy savings initiative paying with a lump sum of $9560.97 from the Hoag Libraries Line of Credit. Motion to participate made by committee in the report read by Linda Weller. Passed, Gloria abstained

EXECUTIVE COMMITTEE
No report

LOCAL HISTORY COMMITTEE
No report

PERSONNEL COMMITTEE
Met Feb 6, 2021 to discuss staff raises. Will meet again to discuss further. Raises will be retroactive to Jan 1, 2021.

PLANNING COMMITTEE
No report

ELECTION COMMITTEE
Received dates from Barb Kyler. Will discuss soon.

FRIENDS OF THE LIBRARY – Will not meet until March 2021

OLD BUSINESS
• InfoAdvantage contract bids- motion from November 2020 minutes
  a. Bid cloud service: Don’t need to bid, pay for full year at beginning of year.
  b. Help desk services: Top 2-3 bids – bring to board to decide on. Barb look at two other comparable services to bring to board to decide next month.
• Energy Savings LED (Director’s Report last month): Voted on in Buildings and Grounds above
• Flag update: Nothing new since last talked to Gwen last month
• PTO/Covid Policy: Motion to send attorney the updated policy by tomorrow: D. DiBacco/Linda Weller seconded. Unanimous

NEW BUSINESS
5. Retirement of Ron Tower – discussed hiring a company or sending out jobs for bid, or hiring a property manager. Barb will get information on Property Management. Until we get more information, we’ll go on a month by month basis. All in favor.
6. Discussed the idea of a retreat to assist in developing 1 year/5 year plan for library. This will not be until summer or fall after the new board members/officers are on board.
7. March meeting – Bonadio Auditing will attend. Meeting will start at 6:30pm.

EXECUTIVE SESSION:
1. Moved to enter executive session – 8:10PM – Gloria Nauden / Seconded by Dan Conrad
MOTION TO DISMISS – 8:28pm

2. Linda Weller / Seconded by Anitrice Bennet – Unanimous

Respectfully submitted,
Debbie DiBacco, Board of Trustees,
Secretary
A few months ago we received a grant for adult literacy. It was to be used in any number of ways and I opted to spend it to update our careers section with books preparing users for upcoming civil service tests. Elizabeth Haibach reached out to the Director of Orleans County Personnel, Katie Harvey, for recommendations of titles that would be useful for tests offered locally. She sent suggestions and Mike Magnuson who then cross checked this with titles we already owned, the number of circs each had, and the date of publication. He then generated a list of recommendations which he sent to me. I reviewed and we met to determine which we would definitely order now and which we would put on a “maybe later” list. I share this to demonstrate a process we use as a team when we receive money for specific purposes, see a need to update a section or need to create a new collection to meet user needs. When the books arrive I will send the list to Katie Harvey and she will see that it gets forwarded to individuals who can promote this. As well, we will promote on our various sites.

Lighting Project- The paperwork been submitted to Lime Energy and I am awaiting the next move.

Car chargers – Nathan London has come on site to make sure electric capabilities are adequate…they are.

Meetings since last board meeting

1/20/2021 I met with Della Morales, Librarian and Mark Vanacore, head of ACS IT

Department, at the high school to discuss ways that we could work together for the benefit of the students. It was a very productive meeting and we will be moving forward.

We discussed

- school technology available to student and discussed ways to integrate.
- security for students and how to allow for outside access for elementary students as they do not have entry to our site and do not have a way to apply for a card on line
- which age groups we are most concerned with reaching.
- ways to promote summer reading programs and involve teachers (I explained how invaluable teacher involvement has been in the success of the program.)
- ways to provide a library email for the school for reaching teachers.
- ways to make use of MyVRSpot for uploading videos we create that can be shared.

1/23/2021 Buildings and Grounds Committee Zoom 10:00

1/27 2021 Nioga Directors’ Meeting 11:30 Zoom

2/2/2021 Planning session with President, Joyce Riley
2/3/2021 Executive Committee meeting 7:00 Zoom

2/4/2021 Finance Committee meeting 10:30

2/6/2021 Personnel Meeting 10:00 Zoom
 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

REVIEW AND ADOPT MINUTES:
5. Motion to approve minutes from December 9th, 2020 by Linda Weller / Seconded – Debbie DiBacco – Unanimous
6. Motion to approve minutes from special meeting on December 10th, 2020 by Linda Weller / Seconded – Debbie DiBacco – Unanimous

REVIEW AND ADOPT TREASURER’S REPORT:
4. 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
8. 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
9. 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:
2. Moved to enter executive session – 9:04PM – Kathy Harling / Seconded by Gloria Nauden

MOTION TO DISMISS – 9:33pm
3. Linda Weller / Seconded by Debbie DiBacco – Unanimous

Respectfully submitted,

Debbie DiBacco, Board of Trustees,
Secretary
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%+.

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.

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:
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.