Minutes for a Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
May 11th 2022 7:00 PM

This was an in person meeting

“A good library will never be too neat, or too dusty, because somebody will always be in it, taking books off the shelves and staying up late reading them.”
- Lemony Snicket

CALL TO ORDER 7:02 pm

Roll Call to confirm attendance

Linda Weller Present Jim Babcock Present(late) Dawn Squicciarini Present
Kathy Harling (excused) Mary Covell Present Kevin Doherty Excused

Diana Dudley Present Rachel Hicks Present Joyce Riley Present
Betty Sue Miller Present

Linda Weller took time to welcome new members and have them introduce themselves to the group

REVIEW and ADOPT AGENDA Motion PUBLIC FORUM OPPORTUNITY
Moved: Dawn Squicciarini Second: Mary Covell

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular Meeting held on April 13th 2022

Presentation of annual meeting minutes

Review and adopt minutes from reorganizational meeting held on
May 2, 2022

Motion to accept as one: Moved: Mary Covell Second: Rachel Hicks

DIRECTOR’S REPORT Information See attached

Librarian Report - Mike Magnuson Information

REPORTS and REQUESTS FROM COMMITTEES Information FINANCE COMMITTEE

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

PLANNING COMMITTEE Betty Sue Miller noted this group will have to meet once we have the updated
policy handbook back from lawyers

FRIENDS OF THE LIBRARY

OLD BUSINESS

Personnel Committee Report - did not meet
Friends Bench - request / approval
EV Charger Update
Sidewalk Update  Director shared the sidewalk has been fixed and she will be getting a quote for grass removal and stone which is within her spend limit if under $2000.

NEW BUSINESS

Committee List and Assignments:  information about these committee’s and responsibilities shared for new members  Please let Linda Weller know which committee you are interested in.

NIOGA Annual Dinner Information shared with all regarding RSVP for dinner. Motion made to have Hoag Library will pay for trustees to attend.  Moved: Mary Covell  Second:  Jim Babcock

Accountant Letter  Information regarding retroactive rate for more hours than previously thought.  Moved: Rachell Hicks  Second: Mary Covell

Retirements : Thank you to Sue Davis for her service at Hoag.

Strawberry Festival  Not enough interest, missed deadline

Friends of the Library - bench design approved  Moved: Jim Babcock  Second:  Dawn Squicciarini

UPCOMING EVENTS Information

Crochet Club, May 12 & 26
TGIF Craft Days, May 13 & 20
Local author talk with Mike McFarland, May 17
Local Author Literary Fair, May 21
Bookmark Design competition, May 23
Chat with a Master Gardener, May 26
Healthy Habits w/ Chelsea Colmenero, May 26
Bindings Book Club, May 26
Items to be added to next agenda: No items added at this time

ADJOURNMENT at 7:41

Move toadjourn: Jim Babcock Second: Mary Covell
2022-2023

President - Linda Weller
Vice President- Mary Covell
Secretary- Dawn Squicciarini
Treasurer- Rachael Hicks

Committee List

Buildings and Grounds
· Kevin Doherty
· Jim Babcock

~ This committee meets each quarter unless needed

Finance
· Linda Weller (required)
· Rachel Hicks
· Kevin Doherty

~ This committee currently meets 2x a month, can look at meeting once a month

Local History
· Joyce Riley
· Dawn Squicciarini

~ This committee has not met - no schedule

Nominations and Elections Committee
·
Diana Dudley

~ This committee meets January through April

**Personnel**

- Dawn Squicciarini

~ This committee meets bimonthly or as needed

**Planning**

- Dawn Squicciarini

- Kevin Doherty

~ This committee meets monthly to establish 1 and 5 years plans
Meeting Minutes
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 13th 2022 7:00 PM

This will be an in person meeting

“Visit the Library! Borrow the beauty, keep the knowledge!”

CALL TO ORDER @7:00 pm

Roll Call to confirm attendance

Linda Weller- present     Jim Babcock- present     Dawn Squicciarini - excused
Debbie DiBacco -excused     Kevin Doherty- present     Diana Dudley- present
Kathy Harling- present     Joyce Riley- excused     Betty Sue Miller- present

REVIEW and ADOPT AGENDA     Motion

Additions to the agenda-

- sidewalk (needs vote)
- Acknowledge retirement

Under Old Business

- Joyce would like the board to review how Barb’s work is being distributed and if this is a permanent solution
- Executive session

With these additions motion to accept by Kevin,
2nd Jim Babcock- unanimous

PUBLIC FORUM OPPORTUNITY

No one present at this time

REVIEW and POTENTIAL ADOPTION     Motion

Minutes from regular Meeting held on March 9th 2022
Moved as is by Jim Babcock,
2nd Kathy- unanimous
DIRECTOR’S REPORT

See attached

Betty Sue would like to acknowledge before the board what an amazing job Elizabeth H has done during her absence

The Veterans Association would like to install a virtual ‘pod’ for veterans to use and attend tele-health appointments. They did select a location, though it is not in a spot the board and Betty Sue are happy with. Kevin suggested that the contract be sent to the lawyer, just for due-diligence to make sure the library is still in control of anything in this space. During the conversation about this, it was mentioned that the size is 8ft by 8ft, so the booth would take up a lot of space.

Eight new computers will be installed next week

A check in the amount of $1,923 was received from Assemblyman Stephen Hawley and will be put towards computer upgrades.

The art panels created by Stacy Kirby will be installed in the library beginning April 23rd.

NIOGA has sent the library two Hot Spots, and they are currently being loaned out.

Linda shared the letter from Wendy, Kevin moved that the board accept her retirement with thanks for her great service in both this building and the last,
2nd Jim- unanimous

REPORTS and REQUESTS FROM COMMITTEES

FINANCE COMMITTEE

Report from Treasurer

Kevin shared that the new bookkeeper is getting used to the way things have been done here at the Hoag. In January the Board authorized for the monthly payroll money to come directly out of the Community Bank account, so the board will no longer need monthly motions to move monies between accounts.
LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

Draw lots for ballot position

Drawn by Diana
Number 1- Mary Covell
Number 2- Kevin Doherty
Number 3- Rachel Hicks
Number 4- Linda Weller
Number 5- James Babcock

PERSONNEL COMMITTEE

   No one in attendance from personnel at this meeting

PLANNING COMMITTEE

   Did not meet this month

FRIENDS OF THE LIBRARY

   See Elizabeth report -

   They would like to place a bench at the front of the library, so people may sit and relax by memorial bricks.

   Bench  Motion
   Kathy made the Motion to give the Friend’s permission to place a bench on the front side of the building, with input of the board before a selection is made
   2nd by Kevin- unanimous

OLD BUSINESS

   EV Charger Update
      - See Elizabeth report

   Website Update
      - See Elizabeth report
Distribution of tasks

Betty Sue shared that a bookkeeper from Millennium Roads is currently spending 4-6 hours a week, taking care of all the accounting. Any other tasks Barb used to do, such as ordering supplies, room reservations, or labeling books have been absorbed by existing staff members. This does look to be a permanent solution, as most of the tasks did not need a specific staff member.

NEW BUSINESS

The Great Lake Mess Monster 
Linda shared a picture of The Great Lake Mess Monster, made by students and currently on display in Brockport. Betty Sue said that she would like to display this inside the library. Kathy asked if there is a plaque with the description of the reasoning behind it. Betty Sue said there is, and she would like it here before the school’s walking tours in June.

Jim moved to allow Betty Sue to bring the statue here for display, 2nd by Kathy - unanimous

Sidewalk
To approve the quote to add a new sidewalk around the EV chargers
Kathy moved to approve the sidewalk updates discussed at the last meeting, Jim 2nd - unanimous

Cobblestone Museum
The Cobblestone Museum has asked for a letter of support as they ask for grant money from NYS
Kevin moves to approve the letter as is, 2nd Diana - unanimous

Executive Session
Executive session moved by Kathy, 2nd Kevin @ 7:43 pm.

Motion to return from Executive Session by Kevin, 2nd Kathy - unanimous
Employee Stipend

Kevin moves to provide a stipend for Elizabeth H, working as the Interim (Assistant) Director in the amount of $250 per week retroactive to February 28th 2022, and continuing until further action of the board.
2nd Jim- unanimous

UPCOMING EVENTS

TGIF Craft Day, Fridays
One-on-one Tech Support, Wednesdays
Genealogy in the Stacks, April 4 and 18; April 7 and 21
The Snack Shack Food Truck, April 14
Virtual Author Screening, Carole Emberton To Walk About in Freedom, April 11
Teen Anime Club, April 21
Beginning Composting, April 21
Native American Boarding School, April 25 (co-sponsoring with People Embracing Diversity) Bindings Book Club (guest speaker George Rollie Adams), April 28 Crochet Club with Hailey, April 28
CCE Orleans Master Gardeners, April 12 & 22
Tea with Dee, May 3
Friends of the Library Book Sale, June 3 & 4

Items to be added to next agenda:

Personnel Committee must report, at the next regular meeting

ADJOURNMENT at 8:07pm
Kathy moved to adjourn at 8:07pm,
2nd Diana- unanimous
MEETING CALLED TO ORDER @ 7:05pm

Roll Call to confirm attendance

Linda Weller- present        Jim Babcock- present        Dawn Squicciarini - present
Debbie DiBacco- present     Kevin Doherty- present    Diana Dudley- present
Kathy Harling- excused      Joyce Riley - left early at 7:18
Betty Sue Miller - excused  
Elizabeth Haibach- present

REVIEW and ADOPT AGENDA

Kevin moved to approve as presented, 
Dawn 2nd, unanimous

PRESENTATION OF 2021 AUDIT BY BONADIO GROUP

Monetary gift specifically to pay down mortgage: $200,000
Surplus monies, after (previously noted) gift: $2,515

Kevin moved to accept the audit as presented and authorize the appropriate signatories for the completion of this process,
2nd by Jim- unanimous

RECOGNITION OF MORTGAGE PAYOFF

Thank you to the Hoag’s for their extreme generosity. 
Without them, our library would not be in the wonderful position it is in to serve our community.

Return to the meeting at 7:33
PUBLIC FORUM OPPORTUNITY

Angel Javier and Tim McMurry are here to observe.

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on January 12th 2022
No Meeting was held in February

Diana moved to approve as is,
2nd Debbie- unanimous

DIRECTOR’S REPORT

Information

Elizabeth highlighted the hiring of Hailey Bader and the award of the Tummonds Foundation Grant iao $1,300.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Approve and accept the transfer of funds from Community Bank Motion To Five Star Bank in the amount of $\textbf{15,000}$ for payroll expenses up to the 18th of March

Jim moved to approve as is,
2nd Diana- unanimous

Approve and accept the transfer of funds from Community Bank Motion To Five Star Bank in the amount of $\textbf{28,000}$ for payroll expenses for 4/1/2022 and 4/15/2022

Jim moved to approve together as is,
2nd Debbie- unanimous

LOCAL HISTORY COMMITTEE

Nothing to report

NOMINATIONS and ELECTIONS COMMITTEE

Information
Election Protocol will be presented at the meeting

Linda thanked Elizabeth for putting this info together for the elections committee

Dawn moved to accept as is on recommendation of the committee
2nd Debbie- unanimous

PERSONNEL COMMITTEE
- Update will be coming for April Meeting

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

OLD BUSINESS

EV Charger Update - there and supposed to be working, but some review needed. Linda suggested that Kevin be the follow up person, and he will include Senator Ortt and Assemblyman Hawley
Website Update -. It should be completed by next meeting.

NEW BUSINESS

Procurement of Computer Equipment
Details can be found in Director’s report

Kevin moved to approve the purchase of new Lenovo workstations and associated equipment on the invoice from Info Advantage, Quote INFQ16606 IAO $12,226.28,
Dawn 2nd- 5 yea, 1 abstain

Buildings & Grounds-

Betty Sue had asked Jim Babcock to look into the problem around the back side of the charging stations and he got an estimate from Vinnie and Ron which will be included in next month’s board package

UPCOMING EVENTS

Information will be provided at meeting

Items to be added to next agenda:

Joyce would like the personnel committee to review how Barb’s work has been disseminated to other employees and the new bookkeeper to see if these changes are permanent, and present them at the next board meeting.
Review and approval of the estimate from Vinnie & Ron for fixing the area around the charging stations.

ADJOURNMENT at 7:49pm

Jim moved to adjourn @ 7:49pm
2nd by Debbie- unanimous
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association

February 9th 2022 7:00 PM

(No Quorum)
Meeting Minutes
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 12th 2022 7:00 PM

This was an in person meeting
This meeting was recorded and will be available on the website
www.hoaglibrary.org

“The public library is where place and possibility meet.”
~ Stuart Dybek ~

CALL TO ORDER @ 7:05pm

Roll Call to confirm attendance

Linda Weller- present Anitrice Bennett- resigned Jim Babcock- arrived at 7:19pm
Debbie DiBacco- present Kevin Doherty- present Diana Dudley- present
Kathy Harling- arrived at 7:25 Joyce Riley- present Dawn Squicciarini- present
Betty Sue Miller- present

REVIEW and ADOPT AGENDA

Motion

Per Linda- add finance committee resolutions

Add under new business:

Letter from NIOGA, Letter of resignation from Anitrice

Moved by Kevin with those additions,
2nd Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

No one chose to speak at this time

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on November 10th 2021.
There was no meeting held in December 2021.
Minor correction for consistency in minutes

Kevin moved to approve with those noted changes from Joyce,
Debbie 2nd- unanimous.

EXECUTIVE SESSION - waiting for additional board members to arrive

DIRECTOR’S REPORT

Information
See attached

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE
MOTION Approve and accept the transfer of funds from Smith Barney to Motion Five Star Bank in the amount of $28,000 for payroll expenses- Unanimously approved

Kevin addressed the board as the treasurer with two additional motions that were not committee recommendations. He presented the following:

“WHEREAS, the Hoag Library of the Swan Library Association has had a Bank of America credit card for use by all staff on an as needed basis for legitimate business purposes; and

WHEREAS that card has been held in the name of an employee ready to retire; be it

RESOLVED, that the President is authorized to execute the necessary paperwork for Community Bank NA credit cards on Library accounts in the names of both Betty Sue Miller and Elizabeth Haibach; and be it further

RESOLVED, that the credit limit on each card shall be $5,000, that the administration of these accounts shall be accessible through the Community Bank NA online portal, that paper copies of the monthly transactions shall be made regularly available to the Treasurer, Director, and Finance Committee; and be it further

RESOLVED, that upon payment of any and all outstanding transactions, the existing Bank of America account shall be closed and the card physically severed.”

Kathy moved to pass the motion was presented, 
Debbie 2nd- 7 yea, Joyce Riley nay

“WHEREAS the Hoag Library of the Swan Library Association refinanced the original Farm Credit mortgage on the newly constructed building on South Main Street with Steuben Bank and Trust, now known as Community Bank NA; and

WHEREAS as a part of that refinance package, the bank extended a Line of Credit to the Library, which had been increased to a maximum of $400,000; and

WHEREAS that mortgage has been paid in full many years early through the continued generosity of local donors and in particular, Courtney and Maurice Haog; and

WHEREAS the Trustees have expressed a desire to continue the Line of Credit with Community Bank, NA in addition to researching the establishment of Reserve Funds; be it therefore

RESOLVED, that the Trustees of the Hoag Library Association request that Community Bank NA renew the Line of Credit at a reduced limit of $100,000, and that in lieu of the lien on the property coincident with the now fully paid first mortgage, a General Security Agreement of Library non-real estate assets be executed; and be it further

RESOLVED, that the Trustees shall maintain the existing checking account relationship with Community Bank NA; and be it further

RESOLVED, that the President is hereby empowered to execute the necessary documents.”

Dawn moved to approve motion as is, Diana 2nd- unanimous

The Following information and recommendations were presented by the finance committee:

1. “Recommend adoption of the budget in the amount of $674,254, with a tax levy of $648,964; direct that the appropriate letter be forwarded to the School District Clerk, with copies to the Superintendent and the Board President”

Discussion on the budget- Kathy did confirm that there is no conflict of interest in herself of Linda voting on this budget- unanimous
2. “Recommend that the payroll be paid from the Community Bank Operating Account as soon as practicable”
   
   7 yea, Joyce Riley nay

3. “Recommend that as the monies from the Community Bank Operating Account are spent down, the Trustees authorize future monthly draws from the Morgan Stanley Smith Barney into Community Bank, so that payroll and all regular expenses are paid from Community Bank, without monthly action”

   7 yea, Joyce Riley nay

4. “Recommend that the following bullet points be forwarded to the Attorney, to be incorporated into a new Policy 4.1 during the current Policy Review:
   a. The Finance Committee shall review proposals from one or more financial advisors and recommend one or more for Trustee approval;
   b. Any and all funds may be invested in cash, equity, bond; and that the restrictions for fund use shall be implemented by the Trustees upon withdrawal of those funds;
   c. The monthly Treasurer’s report shall indicate the values of all funds, including investments, with notes as needed for extraordinary deposits or withdrawals;
   d. The Library’s Attorney and Auditing firm shall be consulted

   Kevin shared that the library has been ‘nicked’ on the audit for the past two years because of the investment policy and language.

   7 yea, Joyce Riley nay

5. Report already touched on status of reserve funds

6. Recommend Policy 4.2 be amended to raise the equipment purchase limit to $5,000

Motion by Jim made to approve amendment, Joyce 2nd- unanimous

LOCAL HISTORY COMMITTEE.

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

   A recommendation for the cleaners was brought forward. The personnel committee will monitor the satisfaction of cleaning.

   Kevin moved to accept the retirement of Barb Kyler, per her letter, after 21 years, 2nd Dawn- unanimous

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

   Information

   Raised $1242.00 from Chair Auction - Linda noted this amazing contribution and how wonderful this group is.

OLD BUSINESS

   Personnel committee:
   to meet and come up with criteria for evaluations,
   this will then be sent to the Finance committee

Building and Grounds
Items from last meeting

Curtains in Children’s Library - **do not need**

Finance committee meet and directive to Barb about Community Bank and review budget - **in Finance meeting notes**

Buildings and Grounds meet and discuss cleaner, parking lot marker, sprinklers - **Items completed**

Personnel meet after Betty Sue sends info on evaluations - **sent the forms - evaluations need to be reviewed at the Library**

Betty Sue will send details of the website to Debbie for review - **not ready to send yet**

Betty Sue is sending the Personnel committee the existing documents for staff evaluations for change and update. - **these were sent**

Betty Sue will contact the insurance company and possibly the lawyer about insurance for the cleaner.- **No able to do - new cleaner hired**

Betty Sue to measure and get curtains for the back windows - **Do not need**

Line of Credit - **all set**

Health Care - **completed as had to be in by December 1st**

Mortgage - **Paid off and the Hoag’s contacted (email was sent to trustees)**

**Finance Committee** to meet for budget review

NEW BUSINESS

**Letter from NIOGA**- asking board members to fill a vacancy from Orleans County

Recording of Meetings- Linda asked how board members feel about recording meetings, now that they are not required. This was tabled until the next meeting, with members asked to think about it in the meantime.

**Kevin moves to accept with regret the resignation of Anitrice and hopes she will continue to volunteer and work with the library, 2nd Debbie- unanimous**

UPCOMING EVENTS Information See Director’s report

Items to be added to next agenda:

Betty Sue would like Buildings and Grounds to meet- there are several items for them to discuss

Joyce, Dawn, Jim, and Kevin are on this committee

Discuss recording of meetings and decide if to keep recording or to stop recording

EXECUTIVE SESSION:

**Kathy moved to go into executive session after a 5 minute break, Dawn 2nd- unanimous**

**Motion to enter executive session at 8:29 Kevin Second Debbie**
Motion to move to public session: 9:18 Kathy H. Second Joyce

Motion by Jim Babcock - to authorize Betty Sue to write a letter to lawyer to sketch out details for employee change in work hours
Second Diana Dudley - unanimous

Motion made by Kathy to engage Millenium Roads LLC accounting
Second Jim Babcock - unanimous

ADJOURNMENT at 9:20
motion to adjourn Joyce
Second Debbie
Unanimous