

**HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
December 8, 2021 7:00 PM**

(No Quorum)

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
November 10th 7:00 PM

This meeting will be available on the website
www.hoaglibrary.org

*In a library we are surrounded by many hundreds of dear friends imprisoned by
an enchanter in paper and leather boxes.
~ Ralph Waldo Emerson ~*

CALL TO ORDER by Linda @ 7:07pm

Roll Call to confirm attendance

Linda Weller	Joyce Riley	Diana Dudley
Dawn Squicciarini	Debbie DiBacco	Anitrice Bennett
Kevin Doherty	Kathy Harling- arrived late	Betty Sue Miller

Appointment of Trustee

Jim Babcock - to fill out term until elections are held

Jim nominated by Kevin to fill out the term until elections are held, 2nd Dawn- unanimous

REVIEW and ADOPT AGENDA

Motion

Kevin moved to adopt the agenda as presented- unanimous

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on October 13th 2021

Joyce would like it added that she resigned from the finance committee

Dawn moved to accept the agenda with the one change noted above, Debbie 2nd- unanimous

DIRECTOR'S REPORT

Information

See attached

Betty Sue noted that the Trustee's Handbook Book club is having a 2nd session, and it does count to the two hours of required board member training per year.

Kevin asked if there was an update about the EV chargers, and there is not.

Betty Sue also asked for volunteers to review the new, completed, website!

Linda showed the board how the policy book potential changes, suggested by the lawyer, look so far. Some discussion on specifics and how the board would like to proceed.

No other questions on the director's report at this time.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Joyce asked about the money for monthly expenses for this month. There was no directive not to so the same procedure was followed as previous month.

Discussion about the final amount to pay off the mortgage and how to celebrate it.

Betty Sue said she was working on the budget for 2022.

Debbie volunteered to join the finance committee, thanked by Kevin, Linda, and the board.

Kevin said now that the library is about to have their mortgage paid off, there needs to be a plan for what the library is going to do with future endowments or non-directed gifts. Some discussion as to what is the best plan to start.

**Approve and accept the transfer of funds from Smith Barney to
Five Star Bank in the amount of \$28,000 for payroll expenses
Moved by Kathy, 2nd by Debbie- unanimous**

Motion

**Approve and accept the transfer of funds from Smith Barney
to Community Bank in the amount of \$44,670, for monthly expenses.
Moved by Dawn, 2nd by Debbie- 6 yea, 1 abstain**

Motion

BUILDING AND GROUNDS COMMITTEE

Jim was asked and he acquiesced to join the Buildings and Grounds Committee

This committee MUST meet to solve the situation with the cleaner

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

Information

OLD BUSINESS

Finance Committee

Position of temporary treasurer position

Discussion

Dawn moves that Kevin be appointed treasurer, Kathy 2nd- 6 yea, 1 nay

Personnel committee:

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

NEW BUSINESS

Buildings and Grounds must meet for sprinkler system and cleaning service
marking parking lot for EV chargers

replacement, and

Finance Committee to meet for budget review

Betty Sue said that there is a concern for the staff that people in the new apartments can see inside the building at night and have mentioned it. Some discussion on the best solution.
Also, Barb asked Betty Sue to let the Board know that minimum wage is going up to \$13.20 at the beginning of the year.

UPCOMING EVENTS

See Director's report

Information

Items to be added to next agenda:

Finance committee meet and directive to Barb about Community Bank and review budget
Buildings and Grounds meet and discuss cleaner, parking lot marker, sprinklers
Personnel meet after Betty Sue sends info on evaluations

Betty Sue will send details of the website to Debbie for review

Betty Sue is sending the Personnel committee the existing documents for staff evaluations for change and update.

Betty Sue will contact the insurance company and possibly the lawyer about insurance for the cleaner.

Betty Sue to measure and get curtains for the back windows

ADJOURNMENT at: Moved by Jim @ 8:14, 2nd by Debbie- unanimous

Director's Report November 10, 2021

Since our last meeting our weekly attendance has been from 558, 470, 467, 497, and 571. This is the first time we have topped 500 since summer reading.

The elections held here on November 2, went very smoothly as usual.

I organized a team building event with food and card making for November 3rd. We had 2 employees, 2 board members and 6 friends attend. Linda Weller came to tell the friends how much they were appreciated for their passion and how much they do for the library. Her message was perfectly delivered and very well received. I especially appreciated her taking the time despite that it was her husband's birthday.

I have finished the initial draft of the budget. Although the total tax levy will be down I will be looking for cuts in some areas to reflect the decrease we should be pursuing with our mortgage obligations met. I will go over this with the finance committee and then send it to the entire board.

I have received the first section of the policy handbook from our lawyer. As Linda and I explained at the last meeting, we will review the changes, confer with John Nutter where needed and submit the second section as soon as possible. The completed handbook will be reviewed by the board when it is completed prior to printing and having the lawyer come for a presentation.

Who would have thought that I would be working with someone in California to finish the setup of the EV Chargers! On Friday I received a new set of requirements to be submitted. Hopefully this will be finished on Monday. I would really like the first picture of them to be with our two board members with appropriate vehicle being the first users. The signs denoting the chargers are in and I have asked Tim Newton to install them immediately.

I am concerned about the website as I have not had a response to my inquiries about its progress in time for this meeting. I will update at the meeting when I am contacted or decide what should be done if I have not.

As was explained at the last meeting, there is a series of events discussing the green trustee handbook over the next few months. This is the information for the next session.

Tuesday, November 16, 2021 from 5:00-

6:30pm: [Library Board Meetings](#) | [Register Here](#)

Before the event:

1) Read the chapter: [Library Board Meetings](#)

2) Thoughts to consider before the program:

- Are your meetings well organized with a standard agenda and materials distributed well in advance?
- Do all Board members regularly attend and are well prepared?
- Are you familiar with and faithfully follow the Open Meetings Law?
- Do you review and approve all bills and personnel actions?
- Are you fully apprised of all library activities from the various departments?

3) Submit your questions [here](#).

Since the last board meeting I have attended one Nioga meeting via Zoom and was invited by Leadership Orleans to speak at their volunteer day about volunteer opportunities at Hoag. In appreciation for continued support of the program and use of the facilities we were presented with a check for \$100.

Trane came for our fall checkup on November 3rd and all is right with our heating and cooling systems.

Ryan Mechanical inspected our sprinkler system on 10/22. There is some question about whether the lines for the dry sprinkler system should be cleaned. I feel this is an issue for the building and grounds committee. Other than that all was okay.

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

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

CALL TO ORDER @ 7:03

Roll Call to confirm attendance

Linda Weller Joyce Riley Diana Dudley

Dawn Squicciarini- Exc **Debbie DiBacco Anitrice Bennett**

Kevin Doherty Kathy Harling- ab **Betty Sue Miller**

Meghan Coyle- recording secretary

REVIEW and ADOPT AGENDA Motion Addition of Letter from Mr. Doherty

Kevin moved to approve with the addition, 2nd Joyce- unanimous

PUBLIC FORUM OPPORTUNITY

No one in attendance at this time

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular Meeting held
on September 8th 2021

Debbie made the motion to approve with the one addition, Kevin 2nd- unanimous

DIRECTOR'S REPORT Information See attached

Addition to report- Betty Sue received an email from the new attorney at Woods Oviatt about the policy notebook. Some discussion regarding payment of lawyers and wording of documents. Addition- EV charger is ready, but waiting on state approval.

Addition- Teri, the cleaner, has retired. There was an interim recommendation from Teri.
Suggestion to pass this to building and grounds.

REPORTS and REQUESTS FROM COMMITTEES Information

**FINANCE COMMITTEE Motions Approve and accept the transfer of funds from Smith Barney
to Five Star Bank in the amount of \$28,000.00 for payroll expenses**

Approve and accept the transfer of funds from Smith Barney to Community Bank in the amount of \$48,000.00 for operational expenses

Approve committee reviewed all income and expenses from 9/1/21- 10/6/21

Moved by Kevin to approve all as noted- unanimous

Kevin moved to pay off the mortgage in one lump sum as soon as it is practical, Debbie 5 aye, 1 abstain.

Email/memo from H Kunze pertaining to LOC (handed out)

Discussion re: bank relations

Joyce made the motion to transfer only \$100,000 from the school check to Community Bank to keep the line of credit.- no second

Kevin moves that the deposit of the tax levy be entered into community bank and charge the finance committee to seek out a better return on investments and report back by December- no second

More discussion of banking situation:

Kevin updated his motion to waive policy 4.1 section 1, and deposit the entire tax levy check in Community Bank and charge the finance committee to seek out a better return on investments and report back by December- no second

Anitrice left the meeting at 8:04

During the conversation about depositing the school check, Joyce resigned from the Finance Committee

Debbie moves to deposit the tax levy into the Smith Barney account and transfer \$350,000 into the Community Bank account to secure the line of credit, 2nd Diana unanimous

This motion was updated from \$100,000 for \$350,000 at the request of Joyce.
Diana nominated Kevin as Treasurer, 2nd by Debbie- 1 abstain so motion failed

No other committee reports

OLD BUSINESS

Debbie moved to accept the bid of \$15,000 from King and King for the building's

condition survey, 2nd Diana- unanimous

NEW BUSINESS

Building and Grounds MUST meet to begin resolving the cleaner situation.

UPCOMING EVENTS Information See Director's report

Items to be added to next agenda:

- Vote for permanent treasurer
- Betty Sue to email with new law requiring trustees to have 2 hours of training, and the link to the handbook training
- Building and Grounds MUST meet ASAP to resolve the cleaner situation

ADJOURNMENT at : 8:33 pm

Director's Report October 13, 2021

9/13 - We have continued to have trouble with the automatic door openers at the main entrance.

A representative from BR Johnson Doors examined our front door and recommended that we have a tech come and do what he called a "tune up." Over the years, crud has built up in some spots and some of the mechanical parts needed adjustment.

9/17 - The door was serviced at a cost of \$574.

Previously, I had contacted another door company, Kelley Bros., who came on site for an inspection for \$384 and recommend replacement at a cost of \$8413.74.

I reached out to Kirk Narburgh who recommended BR Johnson and I was much more pleased with their communication. Replacement may be needed in the future as the unit is 9 years old. They now have all of the information they need to make that recommendation and send us a bid if/when the need arises.

9/24 – Leaking rook repaired

After examining our roof and attic space Jim Babcock was able to adjust his schedule and make the repairs finishing the project less than a week from discovery. I hope to have the pictures and a short video set up on the big screen before the meeting. We are actually fortunate that the heavy rains created the leak through the ceiling as most of the supports in the attic were wet and had been getting wet for some time!

10/17 - Linda and I met with our new attorney at Woods Oviatt which I believe Linda told you about in an email.

Since the meeting she and I worked together to review the first section of the handbook and emailed it to John for his input. I have not heard from him yet but hope to before the meeting. As soon as we get his recommendations we will begin to work on section 2. Everything will come to the board for final approval.

9/28 – The Orleans County librarians met to discuss this year's presentation to the county Legislature asking for funding. I am never in favor of this but will continue to participate at the request of the finance committee. I think Sandra Shaw is going to present an idea about using the money to invest in equipment that would allow the libraries to share programs with live streaming. This cooperative endeavor could increase the number of patrons able to participate and increase This is at least an idea I can feel comfortable with. I will keep you posted.

9/29 – I attended a meeting at Richmond Library where a vendor demonstrated the Polaris ILS, Vega patron interface, and Innovative Mobile patron app.

This is a new way to access library catalogs and manage loans. The presentation was fascinating and the interface was much more dynamic and intuitive than our current program, SirsiDynix.

ALMS (Automated library management system) costs are paid by each library and the system is run by Nioga. I am not sure how willing to migrate Nioga might be but some of us present were very interested and will probably look into this further or at least encourage Nioga to see what innovations our present system has to offer. I will keep you posted.

9/30 – Open house at the Boxcar Apartments.

They are beautiful and there were many compliments for the library about our support of the project and willingness to work with some of the hardships during construction.

10/5 – The final papers were submitted to the state for the EV Charge Grant.

The last step will be installation of software by the state so usage can be monitored then we can “flip the switch.”

10/5 – monthly Nioga zoom meeting. Bob Conrad sent me the Richmond Library procurement policy which included the following state regulation

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State or county contracts; and surplus and second-hand purchases from another governmental entity.

- **Future Programs of Interest**

- TGIF Craft Day, Fridays, 1:00pm
- One-on-one Tech Support, Wednesdays, 1pm-6pm
- Genealogy in the Stacks, October 4, & 18, 6pm; October 7 & 21, 2pm

- Grow with Google: Sell Online, October 19, 1pm
- Community Coalition for Justice: Race in Music, October 20, 6:30pm
- Grow with Google: Google Ad Basics, October 21, 11am
- Local Author Book Signing - Rollie Adams, October 21, 6pm
- Bindings Book Club, October 28, 6pm
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- Genealogy in the Stacks, November 1, & 15, 6pm; November 4 & 18, 2pm
- Tea with Dee, November 2, Noon
- Vote & Vax, November 2, 10am-2pm

**HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
September 8th 7:00 PM**

This meeting was recorded and is available on the website
www.hoaglibrary.org

*Bad libraries build collections, good libraries build services, great
libraries build communities. ~ R. David Lankes*

CALL TO ORDER

7:03pm with the following

Roll Call to confirm attendance

Linda Weller Joyce Riley- Excused Diana Dudley Dawn Squicciarini
Debbie DiBacco Anitrice Bennett-Excused Kevin Doherty Kathy
Harling Betty Sue Miller

Elections

Accept Resignation of Vice President **Motion Moved by Kevin, and
requested the secretary send a note thanking her for her service in
these trying times,**

2nd by Dawn- unanimous

Nomination for Vice President **Motion Moved by Dawn to accept
Joyce as the Vice President**

2nd by Kathy - 5 yeah, 1 abstain

Accept Resignation of Trustee Dan Conrad **Information Kevin**

moved to accept the resignation, 2nd by Debbie-

unanimous

REVIEW and ADOPT AGENDA Motion Moved by Kathy to accept as is,

2nd by Dawn unanimous

PUBLIC FORUM OPPORTUNITY -

None at this time

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular

Meeting held on July 14th 2021

Kevin moves to accept as presented,

2nd Diana- unanimous

DIRECTOR'S REPORT Information

The Library did go back to regular hours (except Saturdays, 2 instead of 5pm) when school started. Discussion about the necessity and practicality of extending hours. Linda said it may be worth it to do a patron survey to gauge interest.

The website should be ready for a test run with a panel of people of Betty Sue's choosing in about 2 weeks.

The Hero Act has been reinstated by the current Governor and this time sent a template for business to complete to ensure compliance for employee safety. Betty Sue detailed what she has done and there was some discussion on if a COVID ad hoc committee needs to be reinstated.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE

Meeting minutes see attached

Approve and accept the transfer of funds from Smith Barney to **Motion**
Five Star Bank in the amount of \$27,000.00 for payroll expenses -
August

Approve and accept the transfer of funds from Smith Barney to

Community **Motion** Bank in the amount of \$20,000.00 for monthly

expenses - **August**

Approve and accept the payment of regular expenditures from **April and May Motion**

Approve and accept the transfer of funds from Smith Barney to **Motion** Five Star Bank in the amount of \$40,000 for payroll expenses - **September**

Approve and accept the transfer of funds from Smith Barney to Community **Motion** Bank in the amount of \$20,000.00 for monthly expenses - **September**

Approve and Accept regular expenditures from August Motion

Two bills have been paid, for transparency and to avoid any conflict of interest

Megan Coyle – relation to member of the board- for services rendered

Linda Weller – reimbursement for the purchase of cookies for the Flag ceremony

The committee would like the following to be given at the October meeting

Motion to approve all as one by Dawn, 2nd by Kevin with the change in September to Community Bank from \$26,000 to \$40,000- unanimous

List of all bank accounts that the Hoag Library currently has

– defined purpose – fees associated – and balances

LOCAL HISTORY COMMITTEE - Did not meet

NOMINATIONS and ELECTIONS COMMITTEE Did not meet

PERSONNEL COMMITTEE Did not meet but is working on setting a date and templates for evaluations.

PLANNING COMMITTEE Did not meet

Initial meeting with King and King Architects - information in Director's

Report FRIENDS OF THE LIBRARY Information See Director's Report

OLD BUSINESS

Potential Amendment to By-laws Discussion This was brought up by a member to discuss term limits

Motion to leave the by-laws as they are made by Debbie, 2nd by Kathy-unanimous Personnel committee: to meet and come up with criteria for evaluations,

this will then be sent to the Finance committee

An email is going around between the members of the committee to schedule a meeting time for the planning committee to review their criteria.

NEW BUSINESS

Betty Sue is planning a 'community bonding' activity for board members, friends, and staff to make a craft and have sandwiches, so people have time to get together and talk without it being a meeting. Betty Sue also shared that the Friends are having a Chair Sale on October 9th, and she is promoting people to bring in chairs and attend the event.

UPCOMING EVENTS Information

Friends of the Library Chair Auction- 10:00 AM - 1:00 PM Oct 9, 2021

OC Heritage Season: A Short Visit to Oak Orchard of Olden Days -12:30 PM - 1:30 PM Sep 4
OC Heritage Season: A Brief History of the Swan Family - 12:30 PM - 1:30 PM Sep 11

Kevin moves that in consideration of the budget for this year and next year, the Hoag Library of the Swan Library association, the library will not exceed the statutory tax cap for 2022,

2nd by Kathy

Items to be added to next agenda:

**Before the next meeting, Personnel committee and Finance Committee
Discuss temporary treasurer position**

ADJOURNMENT at 7:38

Motion by Mrs. Harling, 2nd by Debbie- unanimous

Director's Report October 13, 2021

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- Vote & Vax, November 2, 10am-2pm

**HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
August 11, 2021 7:00 PM**

(No Quorum)

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
July 14th 7:00 PM

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

*"The only thing that you absolutely have to know is the location of
the library." **Albert Einstein** (1879-1955. Theoretical physicist)*

CALL TO ORDER at 7:05pm

Roll Call to confirm attendance

Linda Weller	Joyce Riley	Diana Dudley
Dawn Squicciarini	Debbie DiBacco	Anitrice Bennett
Kevin Doherty Kathy Harling	Betty Sue Miller	Dan Conrad (absent),
Mike Magnuson- tech	Meghan Coyle- recording secretary	

REVIEW and ADOPT AGENDA

Motion

Kevin Doherty moved to accept the Agenda as is
Dawn Squicciarini 2nd
All in Favor - unanimous

PUBLIC FORUM OPPORTUNITY

Benefits of NIOGA - presented by Mary Anne Braunbach

ELECTION of OFFICERS

Motion

Discussion and Nomination or Appointment of TREASURER

Kathy Harling made a motion that Kevin Doherty be nominated as the treasurer pro-tem until December 31st, or until a replacement treasurer is hired, whichever is first.

Dawn Squicciarini 2nd-

All in Favor - unanimous

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on May 9th 2021

**Kevin Doherty made the motion to adopt the minutes as is
Joyce Riley 2nd the motion
All in favor - unanimous**

Minutes from regular Meeting held on June 9th 2021 **Information only, for
review**

DIRECTOR'S REPORT Information

Betty Sue shared that she loves all the positive responses from the community online and in person. She is working with the school to partner and share coins with the building principal so students can receive them as rewards for hard work.

Betty Sue also pointed out the responses from social media and how high they are, but also noted that some programs are still not well attended.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE

These are from the May meeting, they are our usual and regular transfers, they were approved for payment in the June meeting and a motion needs to be made so that they are adopted in the July meeting.

A question was asked why the expenditures were not included, and Linda noted that it was because the finance committee had not met. When they do meet they will retroactively bring a motion to the board for all paid expenditures.

Accept as a whole or individually:

Approve and accept the transfer of funds from Smith Barney to Five Star Bank Motion in the amount of \$27,000.00 for payroll expenses, from June

Approve and accept the transfer of funds from Smith Barney to Community Bank Motion in the amount of \$25,000.00 for monthly expenses, from June

Approve and accept the transfer of funds Smith Barney to Five Star Motion in the amount of \$27,000 for payroll expenses

Approve and accept the transfer of funds Smith Barney to Community Bank Motion in the amount of \$27,000 for monthly expenses

Kathy Harling made the motion to approve all four above as a whole
Kevin Doherty 2nd
All in favor - unanimous

Approve the payment of the invoice for the LED lights upon receipt
Motion in the amount of \$9560.97 from the line of credit account.

Dawn Squicciarini moved to approve the payment
Debbie DiBacco 2nd
All in Favor - unanimous

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

Information

OLD BUSINESS

Policy Book Update

Motion

A discussion was had to send the policy book and suggest any changes and updates.

Motion to send the Policy Book to Woods Oviatt for review and update policies

Dawn Squicciarini made the Motion to
Debbie DiBacco 2nd
All in favor - unanimous

Discussion on amendment to bylaws
Information

Moved to the next meeting to give board members more time to review. Linda will send the info in next month's board meeting.

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

NEW BUSINESS

Bills from Woods Oviatt Gilman

Information

Joyce said that looking back over the changes in leadership over the past year, here at the library, the sharp uptick in the amount of legal fees is understandable. She would also like to make clear that anytime the director or board president is unsure of what to do, especially in this climate, they should be comfortable contacting the attorney. Kevin agreed and shared that not only were there changes in leadership at the library, but COVID was also happening and there were many changes that also needed legal review. Linda also shared that her reason for highlighting these bills was to make board members aware how far over the budget this category will be, but also to keep that in mind when the finance committee is planning the budget for next year.

Joyce Riley made the motion to pay the two bills

Anitrice Bennett - 2nd

All in favor - unanimous.

UPCOMING EVENTS

Information

- Friends meeting **August 4th**, 6:00
- **Fridays in July, 11am-2pm:** The Shack food truck
- Hoag Library Doodle Contest, **July 1- August 1**
- Genealogy Series: Death is Not the End: An Intro to NYS Wills, Probate, and Estate, **July 21**, 1pm, Zoom
- Plants for Pollinators with Kristina Gabalski of Orleans County CCE, **July 23, 1pm**
- Dubby's Wood Fired Pizza, **July 26, 11am-2pm**
- Albion Lions Club cookout, **August 11, 5pm-7pm**

Items to be added to next agenda:

Discussion on amendment to Bylaws

Kevin Doherty made the motion to adjourn

MOTION

Dawn Squicciarini 2nd

All in favor - Unanimous

ADJOURNMENT at 8:01pm

Respectfully submitted

Dawn Squicciarini

Secretary

Director's Report July 14, 2021

Summer Reading has begun

- Check our [website](#) for pictures and descriptions of events.
- I think [the tent](#) has been a great idea and it sure looks festive to see groups outside using it!
- Everyone is loving this year's t-shirts (at least I do and isn't that what really counts?)
- I hope you will be able to stop by for one of the events or for something to

eat at one of the ["Lunch at the Library"](#) events. Check the website for dates and times

Tech info

- [Tim Coffee](#) from [Info Advantage](#) came last week to fix a problem with the connection between the speakers and the projector in the Kirby Room.
 - While he was here he also was able to restore the HVAC system controls. The connection had been disconnected when Spectrum changed equipment here and the IEP address was not reconnected which didn't allow for checking the building offsite. It worked fine in the building but it is necessary to be able to monitor and adjust from offsite when drastic weather fluctuations occur.
 - This is an example of an advantage of having a relationship with someone who knows our systems and works well with our employees, primarily with Mike Magnuson.
 - [Nioga has tech gadgets](#) that can be borrowed. One item is a

hi-tech microphone and I hope to have Mike reserve it to try at this meeting.

Project updates

- *Book Vending Machine* is in and several tokens have been given to summer reading participants
- *EV Charging Stations.*
 - o I spoke with Nathan London at Goforth Electric.
 - oThe machines will not be ready until the end of the month so hopefully there will be some resolution before the next meeting
- *Landscaping* will not be done until the beginning of August due to a shortage of mulch.

oJim Preston will be installing and caring for our landscaping

Flag

- By the time of the meeting the unveiling event will have taken place.
- A number of groups have reached out to promote this
- Dee has gathered more information and found the name of a black man with the last name Hawkins, from Medina, who served in the USCT 26 unit which now makes two connections to this area.

Hero Act

- Woods Oviatt has provided information and links that can be used to meet the state requirement.
- I have included the communication with the links for you.
- The two items under resources provide most of the necessary information and a template.
- There is no specific template for libraries so I will work on general information and reach out to Nioga to see if they have any specifics.

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

June 9th 7:00 PM

(No Quorum)

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

May 12, 2021

*"Libraries are spaces where people of all ages can practice
lifelong learning"*

Call to order: 7:03pm by Linda Weller

Attendance: Linda Weller, Joyce Riley, Dawn Squicciarini, Kevin Doherty, Betty Sue Miller, Debbie DiBacco, Anitrice Bennett Dan Conrad will be late, (arrived 7:18 pm) Kathy Harling excused

Recording secretary: Dawn Squicciarini Tech: Mike Magnuson

Welcome to new members

Dawn Squicciarini and Kevin Doherty

Review and adopt agenda: Betty Sue gave added information Motion to accept: Doherty/ 2nd Riley unanimous

Public Forum opportunity: none

Election of officers: Linda gave brief explanation of positions to be filled, asked for nominations:

Vice President: Bennett nominated Riley, seconded by DiBacco unanimous

Secretary: Riley nominated Squicciarini, seconded ? unanimous

Treasurer: Riley nominated "Gloria" and shared the officer does not have to be part of the board. Seconded by DiBacco. Weller shared hesitation in voting in someone not present and asked if the board was okay waiting on this position until "Gloria" could be contacted and ask if she was willing.

Discussion introduced by Joyce to have Kevin be parliamentarian since he seems to have a wealth of knowledge on Robert's rules. Kevin explained the multiple ways of doing this, the best, in his opinion, would be an appointment by the president until there is a comfort level with Robert's.

Weller appointed Doherty as parliamentarian.

Review and adopt minutes:

Minutes from the regular meeting held April 14, 2021

Joyce pointed out a spelling mistake bot, should be both

Correct spelling of Jean Brener from Brunner.

Motion Squicciarini/ 2nd Riley

Director's Report: Betty Sue shared that David Bell asked about having a pop up vaccination clinic. More info to follow.

Info shared about EV chargers including email from company and grant from National Grid

Info shared on light replacement: money to come out of line of credit

Info shared on Budget presentation: noted people didn't know we had notary, and good relationship with new "Sue Starkweather-Miller"

Info shared on Friends of library: plant/ book sale, chair auction, paid for tent and other contributions

Info shared on housing project: Crista construction would like to donate to the library in thanks for using the parking area. Discussion continued asking for clarification of who is giving \$\$ and what may be expected in return. This will be brought up by the Building and Grounds committee. Betty Sue will ask the village if the road behind the library is being demolished. The housing will hold veteran's, low income and will be training staff as health care to be employed there.

Info shared on lunch at the library. Dubby's will be first but others are being asked. Lion's club, Rotary etc... will include hours they will be serving as the time gets closer. Maybe just lunch; may stay for dinner. More information will follow as it becomes available.

Reports and Requests from Committees:

Ad Hoc committee: no meeting, Joyce did ask if the Hero's act would be a

concern. Linda shared it was for information only at this time. It is not a final document yet.

Buildings and Grounds: Nothing to report but will be looking into the road behind the library, and possible donation by Crista

Finance Committee: Kevin asked about the emergency buffer and how it differed from the line of credit. There was a question about wording in the report: it should read "motion to accept transfer from Smith Barney to Local bank for payroll expenses. Local bank is 5 Star. All money from the school goes to Smith Barney and we need to transfer in order to do payroll and expenses.

Two motions were made

A motion to accept the transfer of funds from Smith Barney to Five Star Bank in the amount of \$28,000.00 for payroll expenses.

A motion to accept the transfer of funds from Smith Barney to Community Bank in the amount of \$30,000.00 for monthly expenses

Motion to accept clarifications: Riley/ 2nd Conrad

Local History: no meeting. Joyce pointed out there is no committee for this in the bylaws however Linda explained the need to have guidelines for accepting donations such as the Phipps Academy graduation certificate from the 1800's. We are looking for this committee to set those guidelines.

Nominations and Elections: Anitrice...huge thank you! Job well done.

Personnel Committee: nothing to report

Planning committee: nothing to report

Linda asked everyone to look through the roles of each committee and please let her know which committee you'd be able to serve on at the next meeting. She provided responsibilities of each group in a packet.

Friends of the Library: Dan shared the article in the hub about Dee Robinson. Betty Sue also reviewed the information from her report.

Old Business:

EV chargers: waiting to hear

New lights: coming tomorrow

Book machine: scheduled to be here this month

Website: took a hit due to a death in the family; should be resolved this week

Grievance: Betty Sue hasn't looked into it yet. Will do so before the next meeting.

Review and adoption of policies: motion - Conrad/ 2nd DiBacco

Motion to accept "old business" Kevin/2nd Squicciarini

New Business:

Lunch at Hoag Library: See previous notes from director's report

NYS Hero Act: This is information for now. Updates will come.

First Read and review of policies: Kevin asked about when lawyers should be involved with policy. Joyce wants to make sure we add in Hipaa rules. Kevin disagreed saying we should not specify, let it remain all federal laws.

Betty Sue suggested having the lawyer look through the policies and see if there are some they should update vs the board updating to make sure everything is covered.

Linda and Betty Sue will ask for Woods Oviatt to provide a quote to make sure all bases are covered. Betty Sue said the lawyer would be willing to go through and see what needs to be changed. Betty Sue will reach out to get quotes on what it would cost to have the attorney go through the policies and another quote if the board wanted the attorney to come out and present the changes that they would make to those policies.

The board agreed to postpone any more changes to policies until the next

meeting, all were in favor

Upcoming events:

Linda read through upcoming events.

Clarification on Friends of Library Plant sale - June 11th 10-4 and 12th 10-1.

Items for next agenda:

Joyce would like the amendment to bylaws regarding term limits to be added to the next agenda.

Dan asked to review new officers.

Meeting adjourned: 8:06

Director's Report May 12, 2021

EV Charger news

I received this email last week. Barb has submitted the PO to EV Charge Solutions and I reached out again to see what the timetable is. I hope to have news before the meeting.

Dear Betty Sue Miller,

Re: Application # 0000301107

Congratulations! Your Charge Ready NY Application for the site has been approved.

\$18,000 has been pre-approved and will be reserved for 180 days. If you do not submit the required installation information and documents before 10/30/2021 2:16 PM, your application will be cancelled, and incentive funds will be returned to the funding pool.

Remember, you MUST notify and collaborate with NYSERDA before issuing any press releases or conducting any media outreach regarding this project.

Please contact ChargeReadyNY@energycenter.org with any questions or concerns.

Thank you.

The Charge Ready NY Program Team

866-595-7917

ChargeReadyNY@energycenter.org

**

In March I received notification from National Grid that we qualified for a grant of \$6,885

The total amount provided is \$24,885. The project costs at this time are \$24,809. I believe there are costs for the base which has not been figured into the total but the excess of \$76 will go toward that.

Light Replacement Project

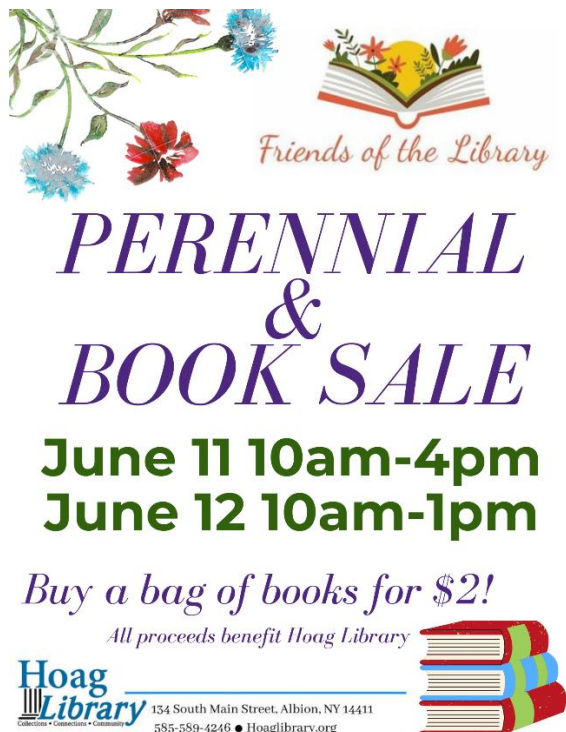
On Thursday morning the contractors will be here to start replacing all of the lightbulbs in the building with LED lights. They should finish on Friday.

Budget Presentation

On Tuesday night I participated in the School Board Zoom presentation of their budget. I reworked the slides that Elizabeth provided for the annual meeting to come up with a brief 11 slide presentation. The election is May-18th 12-8 in the Elementary School Gymnasium.

Friends of the Library

The friends held a watch party on April 22 which we hosted on our new large TV. It worked very well. The presentation was on potential fundraisers for Friends Groups to sponsor. Below are two posters for upcoming events.



Friends of the Library

PERENNIAL & BOOK SALE

June 11 10am-4pm
June 12 10am-1pm

Buy a bag of books for \$2!
All proceeds benefit Hoag Library

Hoag Library
134 South Main Street, Albion, NY 14411
585-589-4246 • Hoaglibrary.org



**WANTED:
DECORATED CHAIRS
FOR A SILENT AUCTION
@ HOAG LIBRARY**

Donate a chair, bench, stool, or table to the Friends of the Library silent auction to benefit the Hoag Library!

Completed items need to be at the Library by October 2. Not artistic, but still want to donate an item for auctioning? Donated items to be decorated by a local artist should be dropped-off to the Library ASAP.

Call Cathy Moore (585) 750-9551 or
Judy Manley (585) 589-7124 for more information

BACK BY POPULAR DEMAND!

SILENT AUCTION TO BENEFIT HOAG LIBRARY

**OCTOBER 8, 10AM-5PM & OCTOBER 9, 10AM-2PM
AT THE HOAG LIBRARY**

FUNDRAISER BY:

Hoag Library
134 South Main Street, Albion, NY 14411
585-589-4246 • Hoaglibrary.org

Friends of the Library

Housing Project Update

The DePaul Group has been in contact and are on schedule to take control of the building in August 2021 and start admissions October 2021. They will begin to accept applications for the community apartments May 20th, 2021. Supportive applications will be accepted starting June 1st, 2021 and be made available online on their website.

John Millard of Crista Construction visited with his project manager last week. He mentioned that Crista also wanted to make a donation to the library. He wondered if we had a specific project in mind or just wanted a blanket donation to the Library.

He thanks us again for being a great neighbor.

Lunch at the Library

We are working on offering occasional lunches and programs during the summer. Dubby's Wood Fired Pizza will be coming on June 21st which will be the first day of Summer Reading and again in July. Several other vendors are interested.

Glossary

I have put together a list of terms and people to help when we start talking in acronyms. That is also an attachment.

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

April 14, 2021

Hoag Board Members owe allegiance to the library and must act in good faith with the best interest of the institution in mind. The conduct of a Board Member must, at all times, further the institution's goals... 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 programming. 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.



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.

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
March 10th 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

Hoag Board Members owe allegiance to the library and must act in good faith with the best interest of the institution in mind. The conduct of a Board Member must, at all times, further the institution's goals...

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]*

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.
8. Motions to approve income/Expenditures: Passed. Linda Weller Abstained.
 - 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
 - a. Discussed advantages/disadvantages of three submitted bids.
 - b. Dan Conrad motioned to stay with InfoAdvantage for the next three years. Debbie DiBacco seconded. Unanimous. Linda Weller abstained.
- 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
 - 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
 - Joyce motioned to have the library open on Saturdays and Wednesday evenings. Unanimous.
 - 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

Director's Report March 10, 2021

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.



how do you
feel.pdf

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

February 10th 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

Hoag Board Members owe allegiance to the library and must act in good faith with the best interest of the institution in mind. The conduct of a Board Member must, at all times, further the institution's goals...

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: 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

Director's report February 10, 2021

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

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:

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
3. Exited executive session – 9:22PM – Gloria Nauden / Seconded by Linda Weller

MOTION TO DISMISS – 9:33pm

3. 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: 63%
- 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:

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

-
- 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.