JOINT WRITTEN CONSENT OF BOARD OF TRUSTEES
OF THE HOAG LIBRARY

December 23, 2020

The undersigned, being all of the Trustees of the Hoag Library of the Swan Library Association, a New York not-for-profit corporation holding an absolute charter granted by the Board of Regents for the operation of an independent association library, do take, pursuant to Section 708 of the New York Not-for-Profit Corporation Law, the following actions, which actions are required and permitted to be taken by vote, without a meeting, upon written consent:

WHEREAS, Anitrice Bennett has tendered resignation of her service as an officer and requested the termination date of her resignation to be effective December 17, 2020;

WHEREAS, Karie Deegan has tendered resignation of her service as a trustee and requested the termination date of her resignation to be effective December 19, 2020; and

WHEREAS, due to officer and trustee vacancies, the Board of Trustees desires to establish the election of acting officers to serve until successors are duly elected and qualified at the next regularly scheduled meeting, or until such officers' earlier resignation or removal.

NOW, THEREFORE, IT IS:

1. Acceptance of Trustee Resignations

RESOLVED, that officer resignation of Anitrice Bennett is accepted by the Board of Trustees and is effective December 17, 2020.

RESOLVED, that the trustee resignation of Karie Deegan is accepted by the Board of Trustees and is effective December 19, 2020.

2. Election of Acting Officers

RESOLVED, that the following persons are elected and confirmed as Continuing and Acting Officers of the Hoag Library to the offices set forth opposite his/her name until his/her successors are duly elected and qualified or until such Officers' earlier resignation or removal:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Weller</td>
<td>Acting President</td>
</tr>
<tr>
<td>Joyce Riley</td>
<td>Acting Secretary</td>
</tr>
<tr>
<td>Gloria Nauden</td>
<td>Acting Vice-President and</td>
</tr>
<tr>
<td></td>
<td>Continuing Treasurer</td>
</tr>
</tbody>
</table>
RESOLVED, that the foregoing Officers be and hereby are authorized and instructed to take all steps necessary for the proper conduct of the Hoag Library's business and operation.

3. Authorization of Bank Accounts

RESOLVED, that the foregoing Officers be and hereby are authorized as signatories of the Hoag Library's bank accounts and are further authorized to effectuate the termination of authorization on the Hoag Library's bank accounts of any former officers and trustees who have resigned from their positions.

IN WITNESS WHEREOF, the undersigned have executed this Joint Written Consent as of the date first written above. This Written Consent may be executed in any number of counterparts, each of which shall constitute an original. Any copy, facsimile, or other reliable reproduction of this Written Consent may be substituted and/or used in lieu of the original writing for any and all purposes for which the original writing could be used provided that such copy, facsimile or other reproduction is a complete reproduction of the entire original writing. This Joint Written Consent shall be filed with the minutes and proceedings of the Board of Trustees of the Hoag Library.

Amitrice Bennett, Trustee

Dan Conrad, Trustee

Debbie DiBacco, Trustee

Kathryn Harling, Trustee

Gloria Nauden, Trustee

Joyce Riley, Trustee

Linda Weller, Trustee
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Dan Conrad, Trustee

Debbie DiBacco, Trustee

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Gloria Nauden

Joyce Riley, Trustee

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Anitrice Bennett, Trustee

Dan Conrad, Trustee

Debbie DiBacco, Trustee

Kathryn Harling, Trustee

Gloria Nauden, Trustee

Joyce Riley, Trustee

Linda Weller, Trustee
This meeting is being made available as a ZOOM meeting due to Covid-19 Concerns as well as an in person meeting Information to observe the meeting is on the front page of the Hoag Library website www.hoaglibrary.org

CALL TO ORDER at 7:01pm

Roll Call to confirm attendance

Linda Weller        Joyce Riley        Debbie DiBacco
Anitrice Bennet    Kathy Harling      Gloria Nauden
Dan Conrad          Karie Deegan       Terry Wilbert
Betty Sue Miller    Meghan Coyle – recording secretary

EXECUTIVE SESSION

Motion was made by Linda Weller to move into Executive Session at 7:03pm
Motion 2nd by Joyce Riley
All in favor – unanimously approved.

Motion by Joyce Riley to move out of Executive Session at 7:53pm
Motion 2nd by Gloria Nauden
All in favor – unanimously approved.

Resignation of Terry Wilbert

Motion by Joyce Riley to accept resignation
Motion 2nd by Dan Conrad
All in favor – unanimously approved.

Accept Gloria Nauden Resignation as Treasurer

Motion
This motion was rescinded
UPCOMING EVENTS

Regular Board Meeting January 13th 7:00PM
Nominations for Vice President
Nominations for Treasurer
Discussion for possible appointee to the board

ADJOURNMENT

Motion by Linda Weller to adjourn at 8:02pm
Motion 2nd by Anitrice Bennett
All in favor – unanimously approved

Respectfully submitted by

Linda Weller
This meeting is being made available as a ZOOM meeting due to Covid-19 Concerns as well as an in person meeting  
Information to observe the meeting is on the front page of the Hoag Library website  
www.hoaglibrary.org

CALL TO ORDER

Meeting called to order at 7:06pm

A Roll Call was made to confirm attendance

Karie Deegan  Dan Conrad  Linda Weller  
Gloria Nauden  Kathy Harling  Debbie DiBacco  
Terry Wilbert  Betty Sue Miller

Meghan Coyle – recording secretary  
Michael Magnuson – Technical Support

Excused: Anitrice Bennett  
Excused Joyce Riley

PLEDGE TO THE FLAG

REVIEW and ADOPT AGENDA

Motion

Corrections to the agenda- regular January Meeting will be held January
Add- ask staff to

Motion was made by Dan Conrad to accept the Agenda  
Motion 2

nd by Karie Deegan  
All in favor – unanimously approved.

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION OF
November 11 Meeting Minutes

Motion was made by Gloria Nauden to accept the November 11th Minutes as received
Motion 2nd by Debbie DiBacco
All in favor – unanimously approved

November Treasurer’s Financial Report
Motion was made by Dan Conrad to accept Treasurer’s Report
Motion 2nd by Karie Deegan
All in favor unanimously approved

DIRECTOR’S REPORT
This report was provided prior to meeting
Michael Magnuson also had report provided prior to meeting
No additional questions were asked

REPORTS and REQUESTS FROM COMMITTEES

EXECUTIVE COMMITTEE
Unable to meet this month

PERSONNEL COMMITTEE
Report was provided prior to meeting

NYS Sick Leave changes as proposed by committee
Motion
Recommendation from committee
All in favor unanimous

Motion on proposal outlined in chart
Recommendation from committee
All in favor unanimous

FINANCE COMMITTEE
Report received prior to meeting
Motion to approve October/November Checks
Motion
Recommendation from committee
All in favor unanimous

**Motion to approve expenditures up to today December 9th 2020**

Motion

Recommendation from committee
All in favor unanimous

Information was given regarding transfer of funds to Morgan Stanley

**BUILDINGS and GROUNDS COMMITTEE**

Betty Sue said the only prices she has are for items included in Anitrice’s report. She would like the board to approve money for signage to be made for the memorial mural (painted by Stacy Kirby).

Information was given regarding repairing cement flooring in foyer.

Information was given on spot of poor drainage on blacktop, will be revisited in the spring.

**NOMINATIONS and ELECTIONS COMMITTEE**

Nothing to report at this time

**PLANNING COMMITTEE**

Betty Sue brought to the attention of the Planning Committee the minimum standards for Libraries- these are required to be in place prior to Jan 1, 2021.

The committee focused on policies for library users, for compliance.

1.1 and 1.6 no changes

1.2 - Patron code of conduct - recommend no changes

Censorship policy- no changes

1.4 & 1.5 - internet use and wireless policy – tabled until 2021

1.6- patron complaints form and delivery methods for review

1.7- Add the words ‘sexual orientation’ after religious beliefs

1.8 & 1.9- use of the civil war/local history collection, and gifts to the library – tabled until 2021

1.10- changed from volunteer policy to adult volunteer policy.

1.11- in-house laptop loan policy- only checked out to patrons with adult cards
1.12 Solicitation policy formerly section 1.13
1.13 Hoag Servicing formerly 1.14

Attachments
#9 COVID Policy
#10 Room Reservation form
Library Bill of Rights (no number yet)
REMOVE the in-house laptop loan agreement
REMOVE the e-reader loan policy

Review and adoption of Policies for Library Users listed above
Motion
Recommendation from committee
All in favor unanimous

The new updated pages will be placed in member folders

Policy 4.2 equipment purchase – no changes
Motion
Recommendation from committee
All in favor unanimous

LOCAL HISTORY COMMITTEE
No report at this time

AD HOC COMMITTEE ON COVID 19
Meeting is planned a meeting for December 10th at 7pm via Zoom

FRIENDS of THE LIBRARY
Sad news was shared that a member of the Friends had passed.

OLD BUSINESS

Review of EV station
It was suggested to have EVCharge Solutions- come out to survey the site and bid
Betty Sue reminded the Board that she does have a list of recommendations from
GoForth Electric and they are in the process of creating a bid for the installation The
NYSERTA grant requires specific types, equipment, and data collection. Several board
members expressed interest in having another bid and getting more information before making any decision. This has been in discussion for over a year.

NEW BUSINESS

Lawn Contract

Turf Pro has submitted a bid for the lawn contract for next year, with no price increase.

Motion was made by Linda Weller to accept the lawn contract
Motion 2nd by Debbie DiBacco
All in favor – unanimously approved

COVID Testing Volunteer

Leadership Orleans sent a letter to a staff member asking for a volunteer to assist with the COVID testing that will begin at the Orleans County Fairgrounds this, and recurring, Wednesday. They are looking for volunteers who can come each week for three hours each Wednesday through December and possibly January. Betty Sue said she would enquire about the function or duties performed by a volunteer at the testing site, the type of PPE provided, etc. Once she has that information, Betty Sue will email the board.

COVID Sign in Sheet

The Health Department has requested that small businesses and other buildings to volunteer to collect basic contact information of people who enter the building. This would be used to assist with contact tracing in the event that a patron later tests positive.

Motion was made by Linda Weller
Motion to accept 2nd by Dan Conrad
No Vote was taken

Continued Discussion

Dan made the motion to amend the previous motion to also include 3 basic questions, the questions that are asked on the sign in paper when patrons enter the library:
“Have you been in close proximity to someone who has tested positive for Covid, Have you tested positive, Have you experienced any symptoms?”
Motion to accept 2nd by Dan Conrad
All in favor – unanimously approved
CONCERNS AROUND THE TABLE

None at this time

EXECUTIVE SESSION

Motion

Motion was made by Dan Conrad to go into Executive Session at 8:51pm
Motion 2nd by Gloria Nauden
All in favor – unanimously approved

Employment Agreement with 2 changes
Motion

Recommendation from committee
All in favor unanimous

ADJOURNMENT

Motion

Motion was made by Linda Weller to adjourn
Motion 2nd by Gloria Nauden
All in favor - unanimously approved

UPCOMING MEETINGS AND EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Committee</td>
<td>January 7th</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>December 16th</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>January 7th</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Regular Board Meeting</td>
<td>January 13th</td>
<td>7:00 PM</td>
</tr>
</tbody>
</table>

Respectfully Submitted by

Linda Weller
The Flag-I have contacted Gwen Spicer about our flag and she has not yet started work on it. Covid has set her back because she has no one working with her and previously started projects have taken longer than she anticipated.

The light pole out front has been replaced and I am awaiting the bill from Goforth. We have already received the insurance payment of $4550 which is the cost minus the $1000 deductible.

Trane was here for the annual cleaning and inspection. One problem was found and the will returned on 12/4 to replace the bypass mixing element in one of the on demand water heaters. At a cost of $474.

The meeting room floors were refinished on 11/16 by Western NY Flooring. There was a problem with the finish which left a swath in the middle of the room much shinier than the rest of the surface. The company sent out people to redo the entire floor on Wed. 11/25 with another coat at no cost. The results are beautiful and the advantage is we may be able to skip having the rooms redone for 1-2 years. This is especially true as the floors are not getting much use, and won’t, until we are able to reopen the meeting rooms.

Teresa has ordered 10 copies of 40 different titles to fill the book vending machine when it arrives and we will have grant money remaining for future orders. It is projected to be delivered at the beginning of February. It will fit through the front door but we have to provide manpower to move it. A skid steerer is recommended and I have asked Ron Tower to look into the best way to accomplish this.

The friends and I have been discussing the need for a name and signage for the brick sidewalk out front. They have sold a number of bricks to be placed in the spring and they make a nice display behind the circulation desk which also serves as a reminder of the availability to purchase. Maybe the building and grounds committee could discuss this and I will bring it to the Friends before their Wednesday night meeting.
Our patron counts for the last few weeks have been fairly steady. 379, 426, 283 (bit lower due to closure for Thanksgiving,) and 462.

I think adult visits to the library have been slowly increasing but our children have not returned. Teresa and I have talked about this and I believe there are a number of reasons:

- Parents are very busy with home instruction and don’t have time to bring children.
- Because children spend more time than adults picking out materials they tend to stay longer and there is reasonable fear about spending long periods of time in indoor spaces.
- We are not able to host in-house programs.

Teresa is working hard to keeping kids engaged with Zoom story hours and make and take crafts. If you check out the Hoag website, I think you will agree that effort is being made to stay connected.

I do not have statistics from Nioga yet because they have been closed since I last emailed you on this. Unless there is something earth shattering I will share November and December statistics with you in January.

Since the last board meeting I have attended, by Zoom, 5 committee meetings and one Nioga Director’s meeting. Much time has been spent on the budget and on the requirements of the new state mandates which the committees will report on. I have also spoken with Orleans County Health department at length about how to handle when Covid cases are tangentially connected to our staff. I was reassured that we are doing all that we can and should be doing and the Covid Committee will be meeting to approve any changes I have made to our operating plan.

Don’t forget to contact Teresa about signing up to read a stanza of “The Night Before Christmas” which will be posted when it is complete. I think this is a creative way for the staff and board members to brighten the season. Let Teresa know when you are available and thanks to those already signed up.
HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
November 11, 2020 7:00 PM

This meeting is being made available as a ZOOM meeting due to Covid-19 concerns as well as an in person meeting.
Information to observe the meeting is on the front page of the Library website www.hoaglibrary.org

CALL TO ORDER

Roll Call to confirm attendance at 7:04pm

Anitrice Bennett  Terry Wilbert  Linda Weller
Joyce Riley      Gloria Nauden  Karie Deegan
Debbie DiBacco   Dan Conrad     Betty Sue Miller
Kathy Harling

Excused: Dan Conrad
Meghan Coyle- recording secretary- not in attendance

PLEDGE TO THE FLAG

HONORING OUR VETERANS

Flanders Field was read

PUBLIC FORUM OPPORTUNITY

None currently

REVIEW and ADOPT AGENDA     Motion

Motion was made by Karie Deegan
Motion 2nd by Joyce Riley
All in favor – unanimously approved.

REVIEW and POTENTIAL ADOPTION OF

October 14th Meeting Minutes     Motion

Minute Changes to personnel committee met on Sept 23rd and Oct 4th.
Their next meeting was for Oct 24th
Motion made to adopt the minutes with changes – Gloria Nauden
Motion 2nd by Debbie DiBacco
All in favor – unanimously approved.

October Treasurer's Financial Report

Joyce Riley moved to accept October's Financial Report
Motion 2nd by Anitrice Bennett
All in favor – unanimously approved.

DIRECTOR’S REPORT

Updates: Book vending machine is set to be delivered sooner than expected. This will contain books for children between 6-12-year-old. Snowplow update, snow will be moved to construction site with Christa and Tim Newton to coordinate
Car Charging Stations- Bid will be created for two charging stations. Current quote for approximately $8600 The state will reimburse $4000 each, library investment will cover anything over the state reimbursement, approximate range $400-$600 hundred dollars.

Car Charging Station
Motion
Motion needed to advertise for bids for two car changing stations, due no later than Dec 18th by Noon.

Motion made to bid out Charging stations – Linda Weller
Motion
Motion 2nd by Joyce Riley
All in favor- unanimously approved.

REPORTS and REQUESTS FROM COMMITTEES
EXECUTIVE COMMITTEE

Nothing to report currently.

PERSONNEL COMMITTEE

Motion brought to the table, from committee that all employees who were scheduled to work on Election day will get their normal pay.

From Committee
All in favor - unanimously approved.
FINANCE COMMITTEE

Report from Joyce Riley

From Committee
All in favor - unanimously approved.

Insurance Plan

From Committee
All in favor - unanimously approved.

BUILDINGS and GROUNDS COMMITTEE

Did not meet.

NOMINATIONS and ELECTIONS COMMITTEE

No meetings currently.

PLANNING COMMITTEE

Report was emailed

LOCAL HISTORY COMMITTEE

Nothing to report

AD HOC COMMITTEE ON COVID 19

Request from Dan Conrad for meeting

 FRIENDS OF THE LIBRARY

Betty Sue Miller reported that the Friends will purchase a Microphone for the library
They also may agree to purchase the books for the vending machine

OLD BUSINESS

Betty Sue requested that the Building and Grounds committee to meet, scheduled to meet Nov 21st 10am
No communication from Spicer yet, Miller to reach back out to them

NEW BUSINESS:

The gentleman who cut the grass, a check will be cut to him, and he will in turn donate the monies back to the Library.
A discussion was had on having a quarterly acknowledgement for people who have donated time etc.

CONCERNS AROUND THE TABLE

None

EXECUTIVE SESSION

Motion was made to enter into Executive session at 8:08pm
Motion
Linda Weller motioned to enter into executive session
Motion 2nd by Joyce Riley
All in favor - unanimously approved
Betty Sue was excused
Linda Weller was asked to leave the meeting

Motion made to go back into regular session – Anitrice Bennett
Motion
Motion 2nd by Karie Deegan
All in favor – unanimously approved

Motion to subsidize Barb Kyler’s by paying Medicare Supplemental Insurance
Motion
80% of Medicare plan in 2021 – Motion made by Joyce Riley
Motion 2nd by Karie Deegan
All in favor – unanimously approved

The planning committee is to look at spending policies and develop parameters for Board approval of various expenditures for director
Motion by Gloria Nauden
Motion 2nd by Karie Deegan
All in favor – unanimously approved

Develop information for IT services put out to bid by February meeting
Motion
Motion made by Anitrice Bennett
Motion 2nd by Karie Deegan
All in favor – unanimously approved

Motion of conflict of interest made by Karie Deegan
Motion
Motion 2nd by Gloria Nauden
All in favor – Karie Deegan, Gloria Nauden, Anitrice Bennett
Obstain – Joyce Riley and Kathy Harling

UPCOMING MEETINGS AND EVENTS

- Planning Committee November 17th 5:30 PM
- Finance Committee Meeting November 18th 10:30 AM
- Finance Committee Meeting December 3rd 10:30 AM
- Regular October Board Meeting December 9th 7:00 PM

ADJOURNMENT

Anitrice Bennett motioned to adjourn at 8:06pm
Motion 2nd by Debbie DiBacco
All in favor - unanimously approved.

Respectfully Submitted by Secretary,
Linda Weller
Director’s Report 11-11-2020

By the numbers:

- Patronage for October again increased slightly averaging over 400 people a week for the month. This is the first time we have broken 400 regularly.
- Internet connections are still way down for the month compared to last year. 2020-268 compared to October 2019-754. Of course the year to date numbers are low due to closures in the spring.
- Circulation number also continue to rise slightly each month but are only about ½ of last year’s to-date total. In comparing this to other libraries of our size we are generally doing better and bouncing back a bit better.
- Our Hoopla numbers also continue to climb. The total for
  1. 2018 – 2086
  2. 2019 - 2597
  3. 2020 - 3040 through October and should end about 3600 or so.
- Overdrive is the number of e-books and audio books that have been borrowed on Kindle. Our year to date is 1772
- Zinio/RB Digital is our online magazine subscriptions through Nioga. 499 items have been borrowed so far this year compared to 425 for all of 2019.

Note: Remember that part of regular circulation decrease could/should/may be due to increased usage of Hoopla, Overdrive, Zinio/RB Digital. At the end of the year I will do some additional comparison of individual formats and totals.

Weeding continues:

- The Biography section looks terrific. Cleaner, neater and not as crowded. We are now moving on to paperbacks. Sue Davis pulls the books and delivers them to me. I then check to see how the author is circulating to determine whether a book needs to be replaced or whether we need to add some by the author. Again there are interesting finds.
- Some authors are represented in both hard cover and in paperback.
- Most that are in both circulate only in hardback.
- Male authors do not circulate in paperback except westerns.
- The most popular genre in paperback is romance with a special nod to those involving dukes, earls and other minor royalty. Bodice ripping covers are much more common in paperback as are paranormal romances. I have made lists of authors that are better in one format or the other or if either format is okay.

A while ago, I had the staff pull “classics” to put in a separate section. General fiction was way too crowded and we needed to clear some space. Classics don’t go out a tremendous amount but most of them are titles I believe we should have in our collection. We housed them at the top of the large print section but they were hard to retrieve. Again, an employee suggested moving them to a set of empty shelf at the end of the reference section. They are there, with identifying signage and I am happy with the change.

From last month:

I emailed the patron who required an exception to the mask wearing mandate reiterating the policies the board has established. I also email the form to be filled out if she wanted to contact the Board President. She thanked me for looking into it with no further discussion. In the same vein we had a patron who refused this week to wear a mask and claimed that she was medically exempt and that we should know the laws. Hopefully I will speak to her if she returns the book in person.

The windows were cleaned. They came on a rainy day and I started to complain but stopped myself before I was embarrassed-did I assume it would never rain after they were cleaned? The weather cleared and the windows look good. Teri Biro will still do the insides as needed.

I made contact with WNY Flooring to redo the meeting room floors. The quote was the same as last year and they will be doing the refinishing on Monday November 16th.

Schools:

Mike has made contact with art teachers about the Hoag Doodle Contest that he and Dirk have created. Rules and entry forms are at the main desk.
The Middle School librarian has contacted Teresa about ways to get cards to students so they can take advantage of online materials. This is a first time we have been asked to partner with the Middle School and relationships with the High School and Primary Schools continue to go well. Obviously being able to hold onsite programs will benefit students as there are a number of ideas being discussed and programs that were cancelled to be resurrected.

**New considerations:**

Teresa would like to resume doing some small group (10 total - 5 children 5 adult) story times. She has had patrons suggest that they are ready to try this again. She would continue her Zoom story hours for those who are more comfortable not coming in and she suggested that if the desire was significant for in person she could do more than one a week. She has also stated that she would be willing to adjust her schedule to come in at 9:00 so the story hour would be over before the library opened.

We also have groups, large and small requesting, to use the meeting rooms. We have accommodated requests for legal issues, custody meetings, depositions, and health meetings as there are few options in the community to meet with an element of privacy. Is it time to make this available to the public to reserve rooms? Would a size limit be advised? One group I know desperate to return is the quilt group. They bring their machines and sew. It is a group of 6 to 8 usually and we can easily have them social distance which they do not have the ability to in any other location. I have included the chart prepared by Nioga listing what services each library offers. This has been discussed in director’s meetings and those offering meetings and onsite programming have had no problems to date. I am cognizant of the new Covid-19 concerns but just thought I would toss this out there.
HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
October 14, 2020 7:00 PM 

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concerns as well as an in person meeting  
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Library website www.hoaglibrary.org 

CALL TO ORDER  
Roll Call to confirm attendance.  

Anitrice Bennett  Terry Wilbert  Linda Weller  
Joyce Riley  Gloria Nauden  Karie Deegan  
Debbie DiBacco  Dan Conrad  Betty Sue Miller  
Kathy Harling  Meghan Coyle- recording secretary  

PLEDGE TO THE FLAG 

PUBLIC FORUM OPPORTUNITY  
None currently 

REVIEW and ADOPT AGENDA  
Motion  
Karie moved to approve, Gloria 2nd- approved.  
Motion 2nd by Gloria  
All in favor – unanimously approved.  

REVIEW and POTENTIAL ADOPTION OF  
September 9 Meeting Minutes  
Motion  
Karie made the motion to approve the minutes with changes.  
Motion 2nd by Dan  
All in favor – unanimously approved.  

September’s Treasurer’s Financial Report  
Motion  
Linda moved to accept September’s Financial Report  
Motion 2nd by Karie 2nd  
All in favor – unanimously approved.
DIRECTOR'S REPORT

No additions currently

REPORTS and REQUESTS FROM COMMITTEES

EXECUTIVE COMMITTEE

Nothing to report currently.

PERSONNEL COMMITTEE

Met on September 23rd and October 4th

Met to discuss FFCRA Policy Sick Leave Policy NYS COVID 19 Policy, the committee did have a draft policy and decided to send that to the attorney prior to putting a new policy in place. The FFCRA (Family First ends Dec 31st, 2020 and the library should follow this policy if needed, while waiting for direction on this policy.

No motion needed (from committee)
All in favor – unanimously approved.

Next meeting October 24th

FINANCE COMMITTEE

Met to discuss September/October Checks, Tax Levy Deposit, and approval of HVAC Contract.

September / October Checks

From committee
All in favor – unanimously approved.

Tax Levy Deposit

From committee- approved
All in favor – unanimously approved.

HVAC Contract

From committee- approved
All in favor – unanimously approved.

BUILDINGS and GROUNDS COMMITTEE

Did not meet.
NOMINATIONS and ELECTIONS COMMITTEE
   No meetings currently.

PLANNING COMMITTEE
   Meeting next week in the afternoon.

LOCAL HISTORY COMMITTEE
   Terry appointed Dee Robinson from the library staff to this committee due to her specialty and knowledge.

AD HOC COMMITTEE ON COVID 19
   Report and proposals
   Recommendation to approve the form Betty Sue created for patrons requesting accommodations for not wearing a mask in the building.
   No motion needed (from committee)
   All in favor – unanimously approved.

FRIENDS OF THE LIBRARY
   Acceptance of Memorandum of Understanding

OLD BUSINESS
   None currently

NEW BUSINESS
   Snow plowing contract, and carpet and upholstery cleaning
   Motion
   Joyce made the motion to approve.
   Motion 2nd by Dan
   All in favor – unanimously approved.

   Window Cleaning

   Linda made motion to approve Zach’s Cleaning Service
   Motion 2nd by Dan
   All in favor – unanimously approved.

   Hours during Election Day
   To be determined

CONCERNS AROUND THE TABLE

Linda Weller said that if the meeting format is going to be changed, please ensure all the board members know that. Not all the members knew that this meeting’s format had changed. Terry said that the Governor’s guidance on meetings has expired, but Orleans County is having many new cases just over this past weekend. He had 6 board members request an in-person meeting, so the decision was made to do that. Gloria asked Betty Sue if this meeting was advertised on the sign out front, and if it was advertised was it as a zoom meeting or in person. Betty Sue said it was not advertised on the sign ahead of time, because she did not know if it would be a zoom meeting or in person.
Betty Sue did say that this was an experiment to try with partial in person and partial zoom, and to thank Mike for really stepping up and all the work he puts into these meetings.

Dan said that he has heard from multiple patrons lately that they come into the library and leave with a big smile! The building is very clean, the staff is helpful and distancing. They have had a really great experience. Several members of the board reiterated this, and Terry said thanks very much to Betty Sue and the staff for their great work.

EXECUTIVE SESSION
   Not currently

UPCOMING MEETINGS AND EVENTS

Finance Committee Meeting October 21st
Personnel Committee Meeting October 24th
Finance Committee Meeting November 5th
NYLA Conference November 5th and 6th Regular
October Board Meeting November 11th @ 7:00 PM

ADJOURNMENT

   Linda motioned to adjourn at 8:36
   Motion 2nd by Gloria
   All in favor - unanimously approved.

Respectfully Submitted by Secretary,

Linda Weller
This meeting is being made available as a ZOOM meeting due to Covid-19 concerns as well as an in person meeting
Information to observe the meeting is on the front page of the Library website www.hoaglibrary.org

CALL TO ORDER @ 7:10 after some technical difficulties

Roll Call to confirm attendance
Gloria Nauden    Dan Conrad        Terry Wilbert
Joyce Riley      Anitrice Bennett  Kathy Harling
Linda Weller     Karie Deegan      Debbie DiBacco
Betty Sue Miller Meghan Coyle – Recording secretary

PLEDGE TO THE FLAG

INTRODUCTION OF MAYOR’S APPOINTEE
Karie Deegan

REVIEW and ADOPT AGENDA
Gloria moved to adopt the agenda
Motion 2nd by Dan
All in favor – unanimously approved

PUBLIC FORUM OPPORTUNITY
No public members to speak at this time

REVIEW and POTENTIAL ADOPTION OF
August 12 Meeting Minutes
Gloria would like to add the words “per meeting” after the words Meghan was appointed
Joyce moved to adopt the agenda with the addition
Motion 2nd by Anitrice
All in favor – unanimously approved

August Treasurer’s Financial Report
Gloria noted that this should be the August report
Joyce moved to accept the August Financial Report
Motion 2nd by Anitrice
All in favor – unanimously approved
DIRECTOR’S REPORT

Betty Sue would like to add that she has also had some questions about when
volunteers are able to return to the library.

REPORTS and REQUESTS FROM COMMITTEES

EXECUTIVE COMMITTEE
- Nothing

PERSONNEL COMMITTEE

Meetings announcement-
September 23rd to discuss the Covid- related sick time policy that is federally
required to have in place by the first of the year.
October 7th – update Betty Sue’s contract.

FINANCE COMMITTEE

Report

Met on Sept 3rd, and there are several recommendations for tonight based on
this meeting. The committee report is attached to the minutes/notes.

- Book Vending Machine – Approved
- Motion for use of Line of Credit – Approved
- Motion on 2% Tax Cap – Approved
- Motion of Daily Receipts Account – Approved
- Motion on Hoag Library participation in payroll tax deferment – Approved
- Motion to accept bid for Liability and Building Insurance from Utica Insurance
  Group [formerly Utica Mutual – Approved
- Motion to accept bid from Traveler’s Insurance for Officers and Director’s
  Insurance – Approved

The Finance Committee’s Recommendations brought to the board were all
unanimously approved

BUILDINGS and GROUNDS COMMITTEE

- Nothing to Report

NOMINATIONS and ELECTIONS COMMITTEE

- On hold

PLANNING COMMITTEE

- Nothing to Report

LOCAL HISTORY COMMITTEE
- On hold

AD HOC COMMITTEE ON COVID 19
- Nothing to report

FRIENDS of THE LIBRARY

The Friends would like to know when volunteers can return to the Library

Motion

**Linda moved to approve the Friends’ to return as volunteers to book room**
**Motion 2nd by Karie**
**All in favor - unanimously approved**

They would like to do a book and plant sale (under the portico outside) on September 25th, from 10am to 3pm (rain date of Oct 3rd).

**Linda moved to approve the plant and book sale**
**Motion 2nd by Joyce**
**All in favor - unanimously approved**

OLD BUSINESS

Election of Secretary-

Terry said that although Linda volunteered to be the secretary for three months

**Joyce Riley Nominated Linda Weller**
**Nomination 2nd by Debbie**
**All in favor - unanimously approved**

Light Fixture update and discussion

Betty Sue asked the board to think about what they would like her to do with the metal that used to be the pole (and is now cut into smaller pieces). Terry said he suggests that we let our insurance decide

Committee Assignments

Terry ran through the members already assigned, he then asked the following
Nominating and Elections Committee: Anitrice, and Debbie
Planning Committee: Karie is to join
Local History Committee: Linda and Kathy, which will include some members of the community such as Bill Latin.

NEW BUSINESS
Approval of Signatories for Morgan Stanley Account [attached Resolution]

Linda moved to approve Signatories
Motion 2nd by Dan
All in favor - unanimously approved

Library Hours/Programs/Room Reservations/Rules for small groups and Tutors

Betty Sue shared some of the requests she has had, and how many of them are education related. She also shared some of the small groups she has allowed to use the rooms, such as training for Census workers. She is happy to hand out the list of rules/regulations to the tutors, and expects that as regular users of the library will easily comply. She also stated that each staff member has a notebook they complete each day with the checklist and temperature checks, and she would have a notebook for each tutor and student to do the same. She hopes that the board would trust her to continue that at her own discretion. Betty Sue did talk about how the numbers are not really bouncing back in the way they had hoped and there was discussion around the table about people not going out as much as they have been. There was additional discussion about sharing items on the library’s Facebook page.

Discussion concerning HVAC maintenance plan [~$7100]

Terry’s question is what does the Library really receive for this contract (renewal) that was originally signed in 2015? Joe Goungo is on the Zoom call at this time, The question was asked if having the service contract provides the library a discount on service calls, and Mr. Goungo, replied that it does. He stated that as a service contract member, the library’s service calls are bumped to the top of the list of call outs, and receive a discount on parts and labor. Betty Sue mentioned that Joe included the member savings on the last bill for service the library received. Joe looked up the specifics and stated that there was $2,500 savings on the last call out (discussed at the August meeting) with a total bill of nearly $6,000

Linda made the motion to approve the expenditures from 8/7/20 to 9/4/20 that was sent by Barb via e-mail
Motioned 2nd by Dan
All in favor - unanimously approved

Renewal of Memorandum of Understanding with Friends of the Library

Discussed within the “committee meetings” section of the agenda.

UPCOMING MEETINGS AND EVENTS
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Committee Meeting</td>
<td>September 23rd</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Deadline for Early Registration for NYLA Conference</td>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Finance Committee Meeting</td>
<td>October 1st</td>
<td>10:30</td>
</tr>
<tr>
<td>Personnel Committee Meeting</td>
<td>October 7th</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Regular October Board Meeting</td>
<td>October 14th</td>
<td>7:00 PM</td>
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<tr>
<td>Annual NYLA Conference and Trade Show</td>
<td>November 5 and 6</td>
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**AVAILABLE TRAININGS and NYLA WEBINARS**

**Combating Racism in Libraries: Creating Spaces to Educate and Inform Our Communities**
Wednesday, September 16 - October 21, 2020 at 2:00PM - 3:00PM EST

**Engaging Millennials as Friends Volunteers**
Wednesday, September 23, 2020 at 2PM-3PM EST

**ADJOURNMENT**

Joyce motioned to adjourn at 8:49
Motion 2nd by Dan
All in favor - unanimously approved

Submitted by

Linda Weller
10/14/2020
Director’s Report for September 9, 2020

By the numbers

- The number of patrons is slowly rising.
- Each week has seen between 320 and 350 visitors and on Friday we topped 400 for the first time.
- The busiest times of the day are the first 1-11/2 hours after opening (10-11:30)
- Most afternoons see a spurt somewhere between 12:30 and 3.
- Traffic at the end of the day tends to be very slim to none existent (0-3)
- Circulation in all areas is down significantly in all categories with the total year to date being less than half of what it was last year (2019 YTD 49,657 to 2020YTD 23,022)
- The last two months have seen circulation rise and I hope to see this trend continue. For example, Adult fiction book circulation has gone from 352 in June to 874 in July and August reached 1,101.
- I believe that numbers will go up when we can reopen the meeting rooms for in house and outside programming.

Camera system

- We have continued to have some difficulty with one or two of our new digital security cameras going off line.
- Szulgit Electric made a second trip and we were billed $284.
- Because this was the second call and bill for work on a system we had upgraded less than a year ago I didn’t think we should be billed.
- Eric Szulgit agreed and the bill was voided.
- He made a suggestion to add an APC backup which should prevent the digital cameras from going off line if there is a power surge or some sort of unexplained interruption of power.
- I have ordered this to be done and installed for $325.

Diversity
• Library Journal is sponsoring a workshop, “Equity in Action: Fostering an Antiracist Library Culture.”
• I have registered for this at a cost of $258.24.
• I have attached an overview of the program with this email.

Flag pole

• I know the 13-year-old has been arrested.
• I have a copy of the police report.
• I am supposed to hear from the county as to who is responsible for payment. Victims assistance maybe but I was not given much hope for any restitution from the young boy.
• I am concerned about what this will do to our insurance.
• Have not yet received the bill from Goforth Electric and will pursue information when I have the amount of replacement.

Leadership Orleans

• I was asked to speak at the volunteer day about leadership opportunities with non-profits.
• As I explained in an earlier update Elizabeth and I have worked with Takeform to develop a new signage plan for the library which will be turned over to buildings and grounds when they meet.
• This relationship developed through Leadership Orleans.
• Elizabeth will be tending a free workshop at what was most recently The Pillars. This also was an opportunity resulting from her participation in Leadership Orleans.
• I have had Mike complete the application for next year.

Nioga

I attend Zoom meeting with Nioga Directors where we share information about a number of topics. These meetings have replaced our in-person meetings and I have found them very helpful. The questions that most of us are turning to our boards for at this time are:

• When should we return to preCovid-19 hours? Days?
• When should we allow reservations for meeting rooms?
• When should we resume in-house programming?
• Are we waiting to see how successful schools are with reopening?

We have restored services as much an any library in the system.

• Some are still requiring reservations.
• Some are still only doing curbside pickup.
• Some are not allowing computer use.
• A few have done some programming but only outside.
HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
August 12, 2020  7:00 PM

This meeting is being made available as a ZOOM meeting due to Covid-19 concerns as well as an in person meeting
Information to observe the meeting is on the front page of the Library website
www.hoaglibrary.org

MEETING CALL TO ORDER @ 7:05pm
Roll Call to confirm attendance
Anitrice Bennett    Debbie DiBacco    Betty Sue Miller
Joyce Riley        Linda Weller     Kathy Harling
Gloria Nauden

Excused: Dan Conrad and Terry Wilbert
PLEDGE TO THE FLAG

REVIEW and ADOPT AGENDA
   Motion
   Gloria moved to adopt the agenda with the change
       Motion 2nd by Joyce
       All in favor – unanimously approved

ELECTION OF SECRETARY
   Linda Weller nominated herself, there were no other nominations.
   Closed by Debbie
   Motion 2nd by Joyce
   All in favor - unanimously approved.

PUBLIC FORUM OPPORTUNITY –
   No public members to speak at this time

REVIEW and POTENTIAL ADOPTION OF
   July 15 minutes
       Motion
       The date at the top states June 15th, but should read July 15th at the top.
       Sentence was cut off- “Gloria said that” sentence should be removed completely
       Under new business- “Motion to approve Meghan Coyle as recording secretary at the stated rate of pay of $50 per meeting.”
       Minutes also need to be signed by the person who completed them

   Joyce made the motion moved to approve the minutes with the additions noted above
   Motion 2nd by Kathy
   All in Favor - unanimously approved
June Treasurer's Financial Report

Linda made the motion to approve
Motion 2nd by Gloria
All in Favor – unanimously approved

July Treasurer's Financial Report

Debbie made the motion to approve
Motion 2nd by Joyce
All in Favor – unanimously approved

DIRECTOR'S REPORT

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

AC UNIT

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

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

REPORTS and REQUESTS FROM COMMITTEES-

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

EXECUTIVE COMMITTEE

PERSONNEL COMMITTEE

FINANCE COMMITTEE

Joyce reporting- met Aug 10th in the morning.
Joyce was elected as chair
Signatories for all the financial accounts have been changed, only the investment account remains.
She recommends that any presentations are done to the whole board, not only the finance committee.
The committee recommends:
- specifics noted in the finance committee report- unanimous

The finance committee also plans to have their working budget ready to present to the board by November 1st, so that the board has time to review and vote on it prior to January 1st, 2021.
The committee also would like there to be a backup HVAC contract looked at, in case this contract becomes too expensive.
The finance committee envisions Hoopla will become a line item in the budget to plan for in the future
Barb has started the spreadsheet the committee asked for to do long term planning, and it will be reviewed/approved at the next meeting before use.
The committee will meet the first Thursday at 10:30, at the Library.

BUILDINGS and GROUNDS COMMITTEE
- Nothing to report

NOMINATIONS and ELECTIONS COMMITTEE
- On hold

PLANNING COMMITTEE
- Nothing to report

LOCAL HISTORY COMMITTEE
- On hold

AD HOC COMMITTEE ON COVID 19
- Nothing to report

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

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

NEW BUSINESS
Betty Sue said the library is not yet back to the old hours, or opening the meeting rooms at this time. This is similar to what other libraries are doing at this time, waiting for schools to open. Betty Sue is asking the board their opinion on keeping the reduced hours and no large group meetings. – A discussion was had

UPCOMING MEETINGS AND EVENTS
Reminders to the Board –

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

Separate email account for your library business?

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

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

Action Items:

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

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

ADJOURNMENT

Motion

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

Motion 2nd by Debbie

All in Favor - unanimously approved

Submitted by,

Linda Weller

8/13/2020
Book Vending Machine and Program

Because Xerox provided us with a grant of $7000 for this purpose it is time to get this done.

Global Vending seems to be the only company I can find, that produces Book Vending Machines.

The plan is to replicate the “Birth to 5” program where each child who registers gets a new book for their birthday and at Christmas every year until they age out. The book vending machine would be used to extend the program to children 6 to 10. Registrants would receive a coin they would then deposit into the machine where they would select any book. Coins could also be used to deliver books as prizes or rewards as well. If someone in the community wanted to see a child rewarded it could be used for that purpose too. If a teacher wanted to give a coin to a student, we could provide the coin again fostering our relationship with the school.

There are 2 spots where this could be easily placed and one not so easy.

- On the blank wall between the two Curtis Room doors
- On the wall where the stairs lead up to the loft
- Remove a section of the magazine rack and place it there. This would be the most difficult and I suggest this because we may have empty space here as many magazines cease publishing.

I was going to present this to the finance committee at the August 6th meeting but did not as the meeting was running so long and this is not an urgent request. I will refer this to the finance committee if the board directs.

I have attached the documents related to the purchase with this report.

Grants

I have not received any new information on either the reimbursement for the Wi-Fi boosting equipment or on the EV Charging station.

Stacy Kirby and I have been discussing a grant through Go-Art that would involve working with children but that has been put aside for the time being.

Overdue policy amendments

I would like to have the board amend the overdue policy. (2.4 in the Policy Handbook titled, Circulation and Reference Policy.) Nioga formed a committee to encourage all libraries move to common loan periods. The only two changes we need to make are extending the DVD and CD checkouts to two weeks and allowing magazines to circulate the same as books.
- Current policy - Books may be borrowed for three weeks. I would recommend this to read Books and magazines may be borrowed for three weeks.
- Current policy - DVDs/CD may be borrowed for one week... I would recommend changing one week to two weeks.

Donation

Local resident, Bernie Baldwin, has donated a Superman collector’s edition statue to the children’s library. See social media for picture.

Diversity Committee

Mike Manguson is working on forming a diversity committee to suggest programs and how they could be best scheduled and presented.

This is his rough draft-

**Note:** The committee name and mission statement are temporary as of this writing and will be ultimately determined by the committee as a whole.

*Mission Statement:* Hoag Library is committed to providing programs that highlight the various diverse cultures and peoples that reside in Orleans County and beyond. The mission of the **Hoag Library Celebrating Diversity Committee** is to receive suggestions and input from the community on how to best emphasize and represent a variety of cultures while also providing enlightening, educational, and entertaining library programs.

*Structure & Meetings:* The committee will be led by a Hoag Library staff member (preferably a librarian), and made up multiple community members. The first meeting will be determined by the leading staff member, and subsequent meetings will be held once a month on a recurring day of the week the committee determines. Each meeting will begin with a review of previously held/scheduled programs, and continue to a suggestion/brainstorming session. Meetings will be held either inside the library, or online via the Zoom online meeting platform.

*Recruitment of Members:* Hoag Library will advertise committee membership online through our website, social media accounts, and our e-mailed newsletter. The library will also send e-mails to persons of interest who have previously provided suggestion or interest in diversity programming. A flyer will also be made to hang inside the library.

Library Signage

Because many of our signs within the library have been made of paper mounted on cardboard they are beginning to look tattered. Takeform, a graphics company in Medina. I learned of them because Elizabeth Haibach participated in Leadership Orleans with one of Takeform’s employees and she initiated the contact. On Tuesday we met with two representatives and toured the building examining where we needed to upgrade or add signage. They created a wish list and will deliver a pricing document where we can choose all or some of the options. I am very excited to work with a local company and will forward information as it is delivered.
Hours and Programming

We have not scheduled any outside or in-house programs through August. We have not changed the hours. Teresa reached out about how to proceed with planning for the fall. I posed the questions of hours and programming to the other directors and am compiling their responses.

On changing hours most libraries are waiting to discuss this at their September meetings. On programming, most libraries are not eager to return but are allowing some outside groups if they have designated rooms. The smaller libraries are not due to the inability to enact social distancing. One library has hosted a story hour with masks.

This is just a sampling and I will do more research before the meeting. My feeling is that many of the libraries want to see how opening the schools goes as they do not want to have to change if the Covid-19 situation worsens in WNY.

The board has decided when to close the library and when to open it so I am assuming will also be a board decision.
CALL TO ORDER: 7:10p. by President Terry Wilbert

ATTENDANCE: Terry Wilbert, Gloria Nauden, Dan Conrad, Debbie DiBacco, Linda Weller, Anitrice Bennett, Kathy Harling, Joyce Riley, Allyson DeBoard, Betty Sue Miller (director)

Recording Secretary: Meghan Coyle

PLEDGE TO THE FLAG

REVIEW AND ADOPT AGENDA:
Linda asked that an item she emailed Terry, a policy from pg. 43 of the handbook, be added to the agenda
Motion to adopt agenda with one addition by J. Riley, seconded by A. Bennett. All in favor. Accepted

Discussion of the use of Robert’s Rules of order

ELECTION OF REMAINING OFFICERS:
Introduction of each board member.
Nomination for VP:  G. Nauden nominates Dan Conrad, 2nd by A. DeBoard; L. Weller nominates Anitrice Bennett, 2nd J. Riley. Motion to close nominations by D. DiBacco, 2nd L. Weller – All in favor. Accepted
Votes for Dan Conrad – 4
Votes for Anitrice – 5.

Nomination for Secretary:  G. Nauden nominates Joyce Riley, 2nd D. DiBacco, J. Riley nominates Allyson DeBoard, 2nd by D. Conrad. Motion to close nomination by G. Nauden, 2nd D. Conrad. Accepted
Votes for Joyce – 4
Votes for Allyson – 5

Nominations for Treasurer:  J. Riley nominates Gloria Nauden, 2nd by A. Bennett. Motion to close nominations by K. Harling, 2nd by A. Bennett. Joyce made the motion to make one motion to vote for Gloria as the treasurer, 2nd by Dan

VP – Anitrice Bennett
Secretary – Allyson DeBoard
Treasurer – Gloria Nauden

PUBLIC FORUM OPPORTUNITY: No Public Forum at this time, meeting on Zoom

REVIEW AND ADOPT MINUTES:
Motion to approve May 13, 2020 minutes by D. Conrad, seconded by J. Riley. All in favor. Accepted.
Motion to approve 10, 2020 minutes, Gloria saw a spelling error “stick time” should be “sick time” and should be signed by secretary. Motion to accept with additions by J. Riley, 2nd A. Bennett. All in favor. Accepted.

Special Meeting of July 8, 2020 notes. Change “4 votes for Linda Weller” as treasurer to 2. Motion to accept the one change by A. Bennett, 2nd by D. Conrad. All in favor. Accepted.

REVIEW AND ADOPT TREASURER’S REPORT:
Motion to table June 2020 treasurer’s report until August meeting made by J. Riley, seconded by G. Nauden. All in favor. Accepted.

Discussion of Trustee Training
Discussion of Committee Responsibilities and Opportunities

BOARD CORRESPONDENCE:

DIRECTOR’S REPORT:

REPORTS AND REQUESTS FROM COMMITTEES

EXECUTIVE COMMITTEE:

PERSONNEL COMMITTEE:

FINANCE COMMITTEE:

BUILDINGS AND GROUNDS:

NOMINATIONS AND ELECTIONS:

PLANNING COMMITTEE:

LOCAL HISTORY COMMITTEE:

FRIENDS of the LIBRARY :

AD HOC COMMITTEE ON COVID 19:

OLD BUSINESS:
-Grant Update on NYSERDA charging station project
Per Betty Sue- there is no new information at this time. She has submitted the application and attempted to reach out for an update, but she has not heard anything at this time.

-Chart of contracts and policies
Betty Sue has started this chart (listed the things to be added), but has not sent it out to anyone yet. She needs a little more guidance from the building & grounds committee to know what goes on this list, and what is building or furniture upkeep and should not be included. The November meeting stated that the building & grounds committee was going to make this spreadsheet and Betty Sue was waiting to see what the committee wanted to do. Terry said he thought the spreadsheet should include board insurance and other items so the board knows when they are
due. Betty Sue said she was not sure about different insurance in the building & grounds committee meeting. She has the list of things that will need to be re-bid, every year and every three years, but there are also some things that she has difficulty getting bids for. She also shared that some of the contracts have not been rebid in a while, and maybe they should be as the HVAC has been the same company for years, but the company has actually been sold so the relationship has changed. She has the list of things ready to send out, she is just waiting for direction from the building & grounds committee.

-Code of ethics for Board members
Terry said the green book talks about having a code of ethics for the board, and the things they should and should not be involved in. Does the board want the planning committee to come up with a code of ethics? Joyce stated that she thinks this should be something the entire board should be involved in. Terry said that this could easily be handled at a special meeting and have the entire board give input on this policy. Betty Sue stated her concerns as to how the building up keep and fire alarms when they go off in the middle of the night would be handled as the previous board President handled these. She said she was grateful for all of the time and work he put into helping with the upkeep of the building, and she is worried about how she will accomplish everything now. Joyce said that these are two different issues- having someone who is reimbursed for coming out when there is a fire alarm (for example), and having a policy for how the board members are expected to interact with the building. She talked about looking at this from the planning perspective for a policy, but this is not a cut and dry issue. Terry said the planning committee can look at this, and come back to the board as a whole.

-Disbursement Policy
Terry said that, as a non-profit, the Board needs to be responsible for every penny that is spent by the library based on the webinar he attended. Even when the library director has a discretionary amount to spend without board approval, it still needs to be reported to the board at the next meeting. Joyce asked, to clarify, if the previous treasurer’s reports were insufficient. Terry said yes, they were. The balance sheets are necessary, but each individual expense needs to be accounted for, to the penny. For example; if candy was purchased for the strawberry festival, there needs to be a specific line item for strawberry festival candy so the public can see which line item that was paid from and on what day, and where that money came from. He is concerned that the library is not following the law and he wants to make sure that we are. Joyce noted that when the auditors came, no one was asking them to say that, they were making their best-practices recommendations. She would like the finance committee to review the audit and what it is Terry is asking the board to change. Terry said the auditors are a commercial company, and do not specify for libraries. So they are possibly not giving advice for the library, just general auditing advice. Linda said that every time a board member asks what a specific amount was for, Betty Sue (from Barb) has been able to give that information. Terry agreed, but said that this should be a policy change. He got this information from the Webinar he recommended to the board to watch.

-Conflict of Interest Policy
Each Board Member needs to have a conflict of interest policy signed and on file. He said that board members and their family members should not do business with the library in any way.
Terry has had one in the past, and he had to recuse himself for any business related to that. Terry said at this time he worries that the board is not in compliance with State and federal laws. Joyce said that this is something that also needs to be reviewed with the personnel committee to see why the policy in place is no longer acceptable.

- Organizational Chart
This is something Betty Sue has done for the staff, and Terry would like her to meet with the personnel committee

- Roof problem [lost shingle]
Betty Sue said she has not moved forward with this, and she can no longer find the shingle. She’s not sure where it came from, so she said maybe someone should go on the roof. Terry said that is a good idea, and Joyce said it sounds like a job for the building & grounds committee

- Weathervane
Betty Sue asked Ron to pick this up, and she believes it is sitting out back by the condenser.

- Book Vending Machine
Betty Sue’s original plan was to have it up and running for the school year, and have it follow the Books for Birth program (0-5 years) and have books inside from 5-10 years. Also, she had originally thought to put it in the front, but now thinks it would be best to shorten the magazine rack (every year there are fewer and fewer magazines) and place the vending machine there.

Dan said he has heard a lot of positive feedback on the signs out front, and Betty Sue said that they came from NIOGA. She has plans for the next set to go to the cemetery, and she has already gotten permission/approval/permits for those to be placed there as a new book walk for patrons.

NEW BUSINESS:
- Access to Building/Keys to Board members
- Meeting recorder and payment

Motion to approve Meghan Coyle continuation as recording secretary at the stated rate of pay of $50. by J. Riley, 2nd by L. Weller. All in favor. Accepted

- Board Training on Sexual Discrimination and Harassment
This is accessible through Paychex, and should be completed by all board members. Terry and Gloria were at a NIOGA workshop where it was recommended that all volunteers and board members also complete this training. Betty Sue said that the Paychex training is for employees, and she’s not sure about volunteers and board members. Debbie was instrumental in helping train the staff last year on this very subject. Debbie asked if this would be a part of the conflict of interest Terry was talking about and he said that currently, she would just not be able to participate in any of the discussions on that topic.

Linda added to agenda earlier- pg. 43 of the handbook
She read from this page, regarding the board’s responsibility to hire a competent director and the differences in the responsibilities beyond that. After reading this, Linda pointed out that it specifically says Board Members should have a professional and friendly relationship with staff but should NEVER be involved in staff conflicts or grievances. This is in opposition to Terry’s recommendation that the personnel committee be
the point for confidential employee concerns. Terry said he took these notes directly from the lawyer Stephanie Adams.

Terry also said that the board needs to have NIOGA emails set up for board members, so that their personal emails are not FOILable because they are receiving library information in their personal emails. Linda shared that she has experience with this and that this is really the most secure way to share board business

**BRAIN STORMING**
Terry would like future meetings to end with a brainstorming session on how the board and the library can be run efficiently

**ADJOURNMENT:** 9:10pm Motion made by D. Conrad, seconded by J. Riley. All in favor, Accepted.

**NEXT MEETING AND EVENTS:***

August 12 7PM Regular Trustee Meeting

Respectfully submitted,

Barb Kyler,
Assistant to the Director
Director’s Report July 15, 2020

This week’s attendance numbers:

1. Monday 52
2. Tuesday 141 (approximately 100 more than average for voting)
3. Wednesday 32
4. Thursday 33
5. Friday 45

- We opened at 10:00 each day instead of 1:00 and had people each day at opening.
- 1:00-3:00ish still seems to be the most popular hours.
- Late afternoon is generally the slowest. Most days there are few after 4:00 and no one after 5:30
- A few patrons are still using “Library-To-Go,” and we will continue this.
- All staff will be scheduled on site starting Monday. Librarians have been working from home some days to keep our number in compliance with state regulations.
- Fewer than half the patrons are using the self-checkout. When the new system is in this should be promoted and encouraged.

Nioga information

- I forwarded the information from Ask-A-Lawyer but am not planning on changing our plan as I think it meets the requirement.
- I understand the plan is to hold the next meeting virtually so earlier I forwarded the governor’s order extending virtual meetings.
- We have been receiving our materials that have been in other libraries since March. The items have been return to our collection and starting today patrons can submit Interlibrary loan requests and Monday delivery will resume.
CALL TO ORDER
Roll Call to confirm audio settings 7:04pm
Anitrice Bennett  Gloria Nauden
Dan Conrad  Terry Wilbert
Debbie DiBacco  Linda Weller
Joyce Riley  Betty Sue Miller

REVIEW and ADOPT AGENDA
Addition to the agenda (before the Director’s pay)- the board must accept the evaluations the board completed, and the tabulations diligently completed by Joyce Riley
MOTION - Linda moved with the addition, Dan 2nd- unanimous

PUBLIC FORUM OPPORTUNITY is not available at this meeting

MOTION: After executive session on June 10 meeting because public Zoom audience had been dropped

Resolved that the salary of the Library Director be increased by 3.5% retro-active to the effective date of the 2020 staff raises: and that the retroactive component be paid in a single check
MOTION - Moved by Joyce, Anitrice 2nd- unanimous

Kevin discussed the information that was included in the packet compiled by Joyce and sent to each board member in email form prior to the last board meeting. He reminded the board that accepting the evaluations that had been compiled, AND also the recommendations

Joyce moves to accept packet, including the signatures of board members, Debbie 2nd-unanimous

Linda Weller said that she would like to thank Mrs. Riley for the time she put into the evaluation AND for the compilation of the group’s evaluations for clear and concise reading. Kevin reiterated this and noted that the board should complete next year’s evaluation in October or November to be prepared for pay raises in the new year.

Review of Election Day preparations, execution and clean-up
Betty Sue said that things seemed to run smoothly, and she noted how some of the procedures
were run. The village staff was happy with the space and had a plan for cleaning, and again said they love having voting at the library.

CONVERSATION ABOUT LIBRARY RE-OPENING TO DATE AND NEXT STEPS

Kevin asked Betty Sue about opening the library more, and how she was working with the three-person committee on further re-opening practices. Betty Sue ran through the number of patrons the library has seen recently, and the times of day that are busier. She did say that she does not think the library needs to be open later at this time, even though some stores (ACE) are open later than that. The major reason for the later hours is the meeting rooms, so as long as rooms are not open for reservations the later hours are not needed. She also went over some anecdotes for patrons taking advantage of the curbside (vestibule) pick up for books and how that is still helpful to many people who are not comfortable entering the library with other members of the public. The staff is no longer doing some of the shut-in deliveries, but the staff is working with buildings/institutions to do what is best for the people in the homes. If the library moves to be opened more hours, Betty Sue recommends adding hours earlier in the day. Kevin also had an anecdote of some women from church who were happy with the continued services and the noticeable changes (cleanliness, moving the self-check-out, etc.).


Kevin asked about plans for the annual meeting and vote, and how this could be run. Should he draw names from a hat or basket, or list them alphabetically... or what would work best? He asked Terry for his thoughts, as he presented at the last meeting on the subject. Terry said he thought the voting could take place online, and then it could be broadcast for those who were unable to make it. Voting could take place, but it may need a staff member to sit near the ballot box as the Friends of the library may not be having meetings. Terry noted that he saw Catherine Moore and she said the friends should be able to help. Dan noted that there are five people running, and there are vacancies plus appointed positions. Kevin did note the names of the five people running, but also said that people who are appointed are at the whim of the position who appointed them, and not all of the positions are full term positions. The election must take place to sort all those out. Joyce suggested that an ad in the paper, along with the website and sign out front. Terry discussed different days the election could take place and said that he was concerned about having it in the first week of July and the amount of time it would take to get the word out. Joyce said that she would like to make sure people have enough time to find out about the vote, and then come in if they can. There was discussion of the annual meeting on the 8th and the first meeting with the newly elected members on the 15th- Dan asked if voting on the 3rd would be too early, though there was additional discussion of that being the 4th of July observed and a long weekend with state park camping open. Linda mentioned that it was nice to see the individual candidate videos for the school board elections, and asked if that was something the library board candidates could possibly do? Kevin and Terry also discussed posting those to the website and Facebook and the Hub.

Motion - To set the date of the annual meeting to July 8th, 2020 with voting to run from noon to
7pm; in the format of the election protocol adopted at the February board meeting.

**Linda moved, Dan 2nd- unanimous**

Review plans that other Libraries and Organizations have made for COVID19 Sick Time

Kevin said he did not send a formal request to the lawyer on this topic, as it was discussed at the last meeting that he and other board members were going to reach out and try to get some information from other libraries, businesses, and contacts in the region. Kevin did reach out to NIOGA who said they did know about the need but have not really started the process yet. Kevin also said that he thinks the directive from the lawyer will be that the COVID-specific sick time should be completely separate from the general PTO, in the hopes that it could at some point be ‘dropped’ if the pandemic is over (someday).

Kevin asked Terry and Linda is they had any insight from their contacts in the library or business world: Terry had some guidelines that were related to income-based eligibility and based on the size of the employer.

Linda said she has seen things all over the place in her field based on how seriously the business is taking the threat and what they think may happen in the fall.

Betty Sue offered to re-share the email she received from Greta at the beginning of this situation. This is the state directives, (and as Kevin pointed out) filtered once through the lawyer's office and giving some more clear and specific information as it relates to the library. Kevin also pointed out that it is the discretion of the library to grant leave time under normal circumstances.

Joyce said that she would like to get a little more guidance from the lawyer on how to move forward, as we aren’t sure how long this is going to last and if there may be a second (even longer) wave of cases.

There was discussion on how long it really takes to recover for COVID-19, and how long the policy should last (how many days or hours it should cover). Kevin asked Joyce because she has some experience, and she said it was two full weeks. Though it was possibly longer for some people, giving an employee 80 hours of COVID specific sick time and then if they needed longer to recover, they would clearly be covered by the extended FMLA

**Parting Commentary from the President**

Kevin left a parting comment about the mission of the library, the gift this library is, and how the community benefits from the library. Even those patrons who may not seem like the typical library patron, that is exactly who needs the library most. Don’t screw it up!

Also, he shared some details about how the air system filters the air and how often the air is ‘clean’ and from the outside is brought in.

**Around the table—**

Linda said thank you to Kevin for his service, all the time and energy he put into the board and helping make the library what it is. She never hears people complaining about the library and she thanks the board, Betty Sue, and the staff.

Anitrice agrees, thanks you

Joyce agreed with Linda, thanking Kevin for his service and that his love for the library is evident. She also wanted him to know that those running and those still on the board also, in their own way, also love the library.
Kevin reminded the board that there is a plaque across from the desk with the board members who built the new building, and he is the only one left. Different people have different skills; some are builders, and some are fundraisers, and some are planners… and some are better suited to continued running of the library.

Gloria- The minutes are usually read from the last annual meeting. Are there minutes from the last annual meeting? Also, this board is very diverse and it’s the differences in the people on the board that makes it run so well. Disagreements on some topics doesn’t change the fact that you can learn from people and that Kevin will be missed.

Debbie- Jumping on the bandwagon, she may be a newer member, but she can see the time and effort put into these meetings.

Terry-

Dan- Asked Kevin to share the state assembly proclamation (from Steve Hawley) recognizing the library’s anniversary. Betty Sue asked the board to send recommendations for placement to her, and Linda asked if a nice picture could be taken and posted on the website for patrons who do not come into the building.

ADJOURNMENT

MOTION - Gloria moved & it was unanimously 2nd to adjourn at 8:20

Upcoming Dates and Events

July 8th- Annual Meeting as determined in tonight's business meeting
  Voting from noon until 7PM with appropriate precautions; and General Meeting at 7PM
  Immediately after Annual Meeting adjourns: Re-Organizational Meeting of the Trustees with
  Election of Officers

July 15th- Regular Monthly Trustee Meeting

Respectfully submitted
Linda Weller
CALL TO ORDER
Roll Call to confirm audio settings
REVIEW and ADOPT AGENDA

Gloria asked that an item be added to review/rescind the PTO motion from last meeting, under Old Business

Motion
Joyce moved to accept with the one addition from Gloria, 2nd by Anitrice- unanimous

PUBLIC FORUM OPPORTUNITY is not available at this meeting

Motion to confirm email vote to re-open the Library for curbside service effective Monday, June 8, 2020, with review at this meeting

Terry moves, Dan 2nd- unanimous

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES

The Director informed the board of the addition of Rosetta Stone to the services the library provides. Mike will be planning to have zoom book discussion, beginning with the book “The New Jim Crow”. NIOGA has picked up all books from the inter-loan library system, there will be a quarantine period, and then the several bags of books will be returned to Albion. We are waiting for all of the libraries in the system to be open, and as of yet North Tonawanda is not open.

REVIEW and ADOPT
- May 13 minutes Motion -May Treasurer’s report
MINUTES- Kevin asked if the notes from the May 13th meeting were sent out, and if there should be condensed minutes made from these notes. Terry indicated that it was his understanding that minutes should be posted, not the notes, just as if it was a regular meeting (as opposed to a Zoom meeting). There was some discussion, beginning with Gloria, as to who had received the minutes and maybe there was a problem with the NIOGA email system. Terry said they should wait until a later meeting to approve actual minutes. Joyce and Linda did receive the notes and have turned them into minutes, but they have not been sent to all board members as of the time of this meeting.

TREASURER-

Gloria had some questions about the treasurer’s report; including the payroll amount and some line items under maintenance. Kevin said the payroll difference was due to having 3 pay periods in one month, instead of the normal two for a bi-weekly pay period. This happens in two months out of the year, using a bi-weekly pay schedule.
Jim Babcock and Monacelli Drywall are items that are being prepared/cleaned/fixed while the scaffolding is here to install the mural. The money for these repairs came from a donation in memory of a past librarian, by the Moore family. Betty Sue mentioned that both of the items are under the dollar amount she is allowed to spend on maintenance for already approved vendors. Jim Babcock then subcontracted the painting.

Joyce had a question about Business cards under maintenance, and Kevin said these are expenses paid with the business credit cards.

Gloria had a question about the amount of the internet service, for $4,979. Kevin said this is similar to the mowing, that it is bid out annually at an amount (close to $2800), with then a rebate/contra cost so the net payment by the library is only around $500. There is a grant application to cover the cost (through the American Library Association), but that will actually be discussed under Old Business. The net cost on this should be next to nothing after the grant. Goforth Electric has also come in to run some more data cables, around $300.

**Debbie moves to adopt, Dan 2nd- unanimous**

**ANECDOTAL REVIEW OF PARTIAL RE-OPENING 7 JUNE 2020**

From Betty Sue-

Shared some ideas on how other libraries are handling reopening. Betty Sue is still reviewing procedures for opening in person and is recording these things in a document. This makes sure she can see all the procedures at once, so she can ensure the library is following all state, Health department, and CDC guidelines.

Betty Sue did outline some procedures she has come up with for staff and patron safety as it relates to different services.

Betty Sue shared that Joyce sent her the name of the product she shared last month, and the staff has found it is a great product and is easy to use in bathrooms.

Terry said that he had a question about making a policy stating that all patrons who do not wear a mask must have a note stating they have a medical condition, or they may not enter. Joyce said that because the wearing of masks is currently mandated, the library does not need to create a new policy that will only be rescinded later when the state rescinds their order. Kevin said he agreed with Joyce, that it is not necessary at this time to create a new policy. He brought up the policy at the County buildings, that anyone who comes in MUST have a mask and agree to have their temperature taken. For the board to say no one is allowed to come in the building without a mask is entirely appropriate. The library is private property, so the board and the director are allowed to say no to a person coming inside at their discretion.

Betty Sue read the procedure she will post and will ask the staff to abide by, stating that NO ONE can come in the library without a mask. She has stated that the library is willing to accommodate people who cannot enter, either to gather materials for them, use a computer and/or Wi-Fi in the parking lot, etc. Betty Sue also plans to be at the library all the time when it is open, so that staff are never put in the position to deny entry. Betty Sue will take care of it or designate a specific person if she is unable to be there at some time.

Terry said that Stephanie Abrams, a lawyer, said that these are things that a board should approve, with a specific committee comprised of board members, the director, and possibly a staff member. That way each of the changes the library considers undertaking can be reviewed by the committee and then approved by the board.

Joyce said that she understands the concern of having policies, but she feels this is getting too much into the weeds. Betty Sue has been following the guidelines and seems to be keeping the board apprised of her plans and how they are working. While Joyce is interested in what is happening and what the plans are, but at this time she is confident that Betty Sue Has been doing throughout this COVID19 situation.
Kevin said that he agrees with Joyce, that the board should stay out of the day to day micro-managing of the staff and procedures.

Linda asked how the staff feels about the changes and how they feel about working with the public. Betty Sue said that one staff has asked not to work with the public, due to family members she cares for at this time. She is happy to come in and do other work (cataloging, covering, etc.) that is away from the public. There is also one staff member not coming in at all, due to his health concerns.

Anitriche asked if all staff members are having their temperature taken upon arrival each day and are asking the state provided questions. Betty Sue talked about how that is tracked for the employees, though delivery persons are the responsibility of their own company. She did have some concerns about taking temperatures and asking people to sign in, and how that relates to HIPPA laws.

Linda asked when the staff will be ready to open, and Betty Sue said she thinks it will be Monday for a soft opening. This week with the staff in the building has given them the opportunity to get used to moving around each other and making changes for not previously considered problems.

Kevin said and Betty Sue reiterated that the services now happening, curbside pickup and calling ahead, deliveries to some patrons. Betty Sue also shared some of the services people are using and how things have changed. Linda reminded the board that many people are still anxious about the virus, and so this works into the accommodations, curbside pickups, and other changes that the library will keep in place even as the building opens. Kevin said there can be a committee for Betty Sue to bounce ideas off of, not necessarily with reports and full board approval for changes as information comes in from the various sources. He asked if Joyce was willing to be on the committee, based on her medical managerial experience. Joyce agreed, and said that this should be for discussion and to keep people updated on the changes as they come in. It should remain flexible because we don’t know what will happen in the future. Terry agreed, that is one of the things that Stephanie Abrams mentioned.

Joyce moves to accept the plan that Betty Sue has provided to the board on June 5th, to open on Monday, June 15th, 2nd by Debbie-unanimous

Kevin asked for volunteers for the establishment of an ad hoc re-opening committee, although he specifically requested Joyce. Terry and Dan were available as it is not going to have established meeting but will regularly conduct business via email and phone calls.

RECOMMENDATION FOR ADDITIONAL SERVICES AND HOURS Motion
-Reminder that the Hoag will be closed on Tuesday, June 23rd for Election Day
This is Kevin’s recommendation, as it leaves ONE group in charge of allowing people in the building and keeping track of what surfaces need to be cleaned, where people go, etc. When there is an election, the entire building must follow the rules of an election. Having the building closed simply makes it easier for cleaning and keeping track of people.

REPORTS and REQUESTS FROM COMMITTEES
PERSONNEL- none

FINANCE - none

BUILDINGS and GROUNDS
-Driveway sealing was completed last Friday and Saturday

NOMINATIONS and ELECTIONS
-Interim Election Protocol proposed by Trustee Wilbert (from
his earlier email) Motion
The four-points protocol was sent out by Terry via email, and all members of the
board were received by the board at large.

Terry moves the election protocol which he emailed out to the board be
adopted, 2nd Joyce- unanimous

PLANNING -none

FRIENDS of THE LIBRARY - none

OLD BUSINESS

-Grant Update on NYSERDA charging station project -Grant
The NYSERDA site was re-opened on the 1st, so Betty Sue was finally able to move
forward with finishing the grant. Goforth said they would stand by the quote given to
Betty Sue in February. Betty Sue said the grant would cover most of the cost (a total of
$8K and some change) because the grant covers $4K per unit. The Friends of the
Library are going to be invited to be partners in this, though they may not have time to
meet before this project moves forward. This will wait for NYSERDA to return the grant,
and then it will be on the agenda at the following meeting to confirm costs before moving
forward.

Update on enhanced Wi-Fi through American Library
Also, there is a grant in the works through the American Library Association to cover the
cost of improving the Wi-Fi that Betty Sue has applied for. This board had already
directed Betty Sue to upgrade the Wi-Fi to ensure it worked in the parking lot before this
grant was out. Betty Sue did contact the ALA because Hoag had already started the
process before applying, and completed paperwork on that contact’s directive. She just
received an email from him this week saying, sorry, I gave you incorrect advice- having
sent paperwork for planning to upgrade, not having already upgraded. The money may
not cover everything, but that is the plan. The Hoag is among the first 12 libraries to
have applied, so Betty Sue is hopeful we should hear from them soon.

Association -Update on referrals to Attorney from prior meeting
Kevin took charge of these inquiries, originally four and then reduced to two at last month’s meeting. He is not sure that the two (previously adopted and not yet included in the handbook) have yet been added. Betty Sue was originally asked to contact the attorney about these, but Kevin superseded and took this on himself. He decided that the policies on re-opening and liability were more urgent. As the board already has a conflict of interest policy, and the directive was to have the attorney review an in-place policy. The other policy for review was the disbursement policy, which Terry had reported information from the municipal handbook, however the library is not a municipality. Kevin did not make them a large priority, as the policies in place were already approved by the Bonadio Group at the time they were adopted. The board is paying the Bonadio Group $8,000 a year, and after a conversation with Greta these were to policies formulated by her and then by the board on that recommendation. Kevin discussed how the library approves checks, saying that only 3 of the 4 officers are approved to sign checks, and that all checks need to be approved by Betty Sue, and then Barb processes the checks so they go into QuickBooks. If she is unavailable, another officer can authorize, but then they cannot sign. There are checks and balances in place in the system already. Kevin shared with the board that in the past the board tried to approve, similar to the school district, EVERY disbursement made at board meetings. Checks could be made ready, but could not be paid until the board approved the checks. Then there was a problem because they could not be authorized as a group, they needed to be done individually. And audit committees didn’t always work, so some vendors were waiting 2-3 months to get paid. Kevin said it is something to look into, but there is not new info in front of the board because he chose to move the opening questions into it.

Kevin shared part of an email from Greta, the lawyer, which gave some specifics that are related to the Governor’s statements related to PTO. The board MUST come up with a COVID19-related sick time policy, which Kevin included them with the email, but because the board is not in a collective bargaining agreement they can make it whatever they want. Discussion on this topic will continue after Gloria’s inserted conversation on rescinding last month’s motion.

Gloria asked that paid time off be included at this point, in a review of last month’s motion. Kevin shared tonight that based on the motion from last month’s meeting, employees stopped accruing PTO on March 23rd. They were also not being charged for time off or sick time, during this entire time. Now that the library staff came back this past Monday, 6/8/20, staff is again accruing PTO and will need to use their time if days off are needed. Gloria said that after the meeting she went home and thought it, and she feels that it is unfair that staff did not accrue PTO while the library was closed. She contacted another employer in the area and they said their staff uses paper time sheets that employees fill out, and then it is approved by their supervisor. Joyce said she stands by the decision made because it is the responsibility of the board to make decisions in the fiduciary interest of the library. The board does not know what will happen in the future, and it sets a precedent that will be expected to be followed in future situations. Ultimately, it is the responsibility of the board to act in the best interest of the library and it’s financial situation.

Terry said that it is unfair for employees that worked full time to not accrue PTO when some others were not working much and are still getting paid full time. There are, basically, three types of employees. Those who are not working and are collecting their paycheck, those who are working some, but still collecting a paycheck, and those who are working full time or close to full time, and are making their paycheck but nor accruing PTO.
Linda said that it was the board’s decision to continue paying employees fulltime, because the board did not feel it was right to furlough employees as happened to many other millions of workers across the country. She reiterated Joyce’s point the board has a fiduciary responsibility to the library’s budget. We do not know how long this is really going to continue, and the board cannot continue payments forever if this goes on.

Gloria moves to rescind the action of the last board meeting and restore all PTO that could be accrued, without deducting any PTO as it was not recorded, Dan 2nd-

conversation:
* Anitrice said she understands not being able to do your job from home, and some people feel they did more than others if they were able to complete their full time job from home. She’s a bit on the fence, because she wants to be fair to people who were working.
* Joyce said that she would like to see some incentive and some recognition for the staff who were completing work during this time. She said Betty Sue, as the director, should know who was working and who was not. Kevin said that an incentive based bonus like that opens the board up to lawsuits.
* Terry said he thinks that people who worked full time during the closure should be compensated, because it is not fair for some people to have worked and some to have not.
* Dan said that people who worked fulltime should get their PTO, and the people who didn’t don’t.

Voting: motion fails as the vote was split 4/4

Back to the mandate from the Governor-

The board must create some specific sick time, as the sick time and vacation time is currently all rolled together under the heading of PTO for employees. This needs to be specific COVID19 sick time and can be separate from regular sick time.

Terry asked to hear from Joyce and Dan, as they have personal experience with this virus. Joyce shared that she was sick for about two weeks, and there were different stages of sickness throughout. She thinks it would be acceptable to offer 4 paid days and 4 unpaid days, also allowing employees to use their own, regular sick time to cover the rest of the length of her sickness.

Dan said it is a case to case basis, his sister and Joyce have been relatively fortunate in their recovery times, but his mother was on a ventilator for 9 days. She has now been home for a month and is still weakened to the point that she could not work even a desk job.

Debbie said that she is not really decided on what should happen, she understands that people should have job security throughout this, especially if they are sick enough to be hospitalized.

Anitrice said she understands that people will need to be paid, but if the person remains sick for a month or longer, is it reasonable to pay for that entire time, not using their own PTO.

Linda asked if Betty Sue could get some guidance on what other libraries are doing- in the area, in larger areas, etc. Betty Sue said she can ask other libraries for that information. Kevin said that one of the biggest differences between this library and others is that there is not a collective bargaining agreement that the board has to adhere to, unlike many other area libraries.

Dan asked if employees contracts COVID19, are they able to claim Workers’ Comp? Kevin said yes, they would go through that website. There was some discussion about potential lawsuits

MOTION - Linda moved to go into executive session after a 5-minute break, Dan 2nd, unanimous.
At this time the Trustees shall move into an Executive Session for the purpose defined in Article 7, Section 105, sub 1f to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Motion The Tech Assistant, Recording Secretary and Director are excused.

No action will be taken after the Executive Session, so the Zoom component of the meeting will terminate

Return to Open Session Motion

Adjournment Motion

Upcoming Meetings and Events
  June 23rd General and Primary Elections
  Library closed to regular business
  June 24th Special Trustee Meeting 7PM with
  Zoom access
  July 2 – 7 (1 only) Annual Meeting as determined in tonight’s business meeting
  Voting from noon until 7PM with appropriate precautions; and General Meeting at 7PM, socially distant and Zoom enabled
  Immediately after Annual Meeting adjourns: Re- Organizational Meeting of the Trustees with Election of Officers
  July 8 Regular Monthly Trustee Meeting

Respectfully Submitted

Linda Weller
This will be a ZOOM meeting, due to Covid-19 Restrictions

What will we do tonight to make this Organization a premier asset for this Community?

CALL TO ORDER:

Roll Call to confirm audio settings

Present at the library:
Kevin Doherty
Betty Sue Miller
Mike M. - Librarian working as tech support
Recording secretary

Joining via Zoom:
Joyce Riley
Terry Wilbert
Linda Weller
Debbie DiBacco
Gloria Nauden
Dan Conrad

REVIEW and ADOPT AGENDA

Linda moves, Dan 2nd- unanimous

PUBLIC FORUM OPPORTUNITY - is not available at this meeting

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES –

SANITATION:

Question from board member - Is there a specific plan for the sanitation of the bathrooms? On the recommendation from Dept. of Health, we are looking for a spray that can be used and does not have to be removed. Joyce stated she did have a product that should work, and she will send that information to Betty Sue. Bathrooms will have to be sanitized after EVERY use.

Board member suggested that there should be covers on the toilets, this needs to be taken into account for sanitizing plan. Joyce said it is unfortunate that there are not lids, because their purpose is to stop that spray from escaping.

Kevin said that the library does have access to people who can look into the cost options of installing those. He will also reach out to schools, for a halogen product to spray and kill germs.

A board member asked if the bathrooms have locks, and so requesting the key (and returning it) could be the way to keep track of when it was last used and then needed to be sprayed before the next use. Betty Sue said that that is one of the options being reviewed as part of the re-opening plan.

DRIVEWAY: We received two bids to for the driveway.

JayCo for $2700, and the 2nd quote is for $4,475 (this company uses a better quality sealant that will last longer). Since the board is thinking about tearing up the top of the parking lot in a few years (for resurfacing), the cheaper option is fine. Terry asked why the driveway would be torn up in a few years, and it stated that was the plan to resurface and the board had previously
decided to wait until after the construction across the street is completed before actually repaving the driveway rather than sealant.

WALL MURAL: Information

Stacy Kirby has been unable to work on the mural in the Curtis room during the shutdown. She is looking to work on the mural in June at the library.

REVIEW and ADOPT

March 11 minutes Motion

Gloria made several additions via email to be reviewed and there was discussion as to the intent of the minutes and language of the presentation, including the brochure provided by the auditors. It was discussed and it was decided to leave the minutes as presented as it wasn’t the exact language spoken at the meeting.

Terry reminded the group that committee reports should be included in the online posting of the minutes. The minutes for this meeting should reflect that there was discussion about the language of the audit, outlined by Gloria, should be mentioned.

Dan made the motion to approve the minutes with the two or three clerical adjustments, made by Gloria- Terry 2nd- unanimous

March and April Treasurer’s Reports Motion(s)

Gloria had two questions via email, and she has already had a response from Director.

Joyce motions to approve both March and April- Debbie 2nd- unanimous

REPORTS and REQUESTS FROM COMMITTEES

PERSONNEL - none

FINANCE - none

BUILDINGS and GROUNDS - none

NOMINATIONS and ELECTIONS - Election Committee Report Deferred until the section on re-opening- ok with all members of the committee.

PLANNING - none

FRIENDS of THE LIBRARY - none

OLD BUSINESS - none

NEW BUSINESS
Authorization to Re-Open as appropriate

Proposed –

RESOLVED, that the Trustees of the Hoag Library of the Swan Library Association authorize the Director to plan for and implement the gradual re-opening of the Hoag Library for full patron services as advised by the Orleans County Health Department, in a manner which utilizes the facility, its resources and collections which best serves the community, using existing staff and budget lines.

Discussion -

Kevin said that, pursuant to the language in the resolution, the goal is to have the library open to all patrons and be of full service to those patrons, at the direction of the Director. He said that there are several areas of input into this decision, but that Paul Pettit from the Genesee/Orleans Co Health department has been the point person for information on this decision. Betty Sue reiterated this, saying that she feels that he should be the person she goes to first for her information.

Terry said that he disagrees, that the board made the decision to close the library and it should be the board to open the library again. He worries that this decision to open up the library comes with the opportunity for litigation. He worries that there is too much liability for the library if the decision is left to just one person. Terry said that he feels the decision of the board holds more weight with making people comply, than if it was just the director.

Joyce said she agrees with Terry, that this is a lot of responsibility for one person. She would like the board to be backing up the director with a vote.

Kevin said that it is not the board’s job to micromanage the job of the director and the day to day running of the library. The board pays the director to run the library and make the day to day procedure changes.

Linda said that she doesn’t think the board can change policies as quickly as will need to be done, especially is there is a directive from the governor about what needs to be done. The board should be following expert advice of the CDC, the health department, and other medical experts. The board should not be creating and recreating policies and having several special meetings every time there is a possible change. By the time the board meets, comes up with a policy, reviews it, and has another special meeting… it will be a never-ending cycle.

Joyce- one change would make this resolution ok with her- “authorize the director to plan for and implement the gradual, as determined by the Board, … for full patron services.

Kevin said that he does not understand the process, if that is the change, what is the process of the board review?

Gloria said that she agrees that Betty Sue can make the plans for the re-opening, presents it to the board, and then the board approves the plan for re-opening

Kevin asked how that would happen- would it be another Zoom meeting?

Gloria, we could- the board needs to be approved

Linda said she thinks this is something that would be constantly updated and the board would get that information as it happens. Plans could be made now and things would change before we get to stage 4, because who knows exactly how long it will take for the Finger lakes region will get to that point. She would like the board to regularly know what the plan is/when things change. No problem with the resolution as it is written, as long as the board is informed during the planning stages.

Kevin- How can we perfect the resolution? Take out the line to eliminate “and implement” and include something about keeping the board updated. That would allow Betty Sue to move
forward with the planning, using the county Health Department as her principal advisor. You
could also put a line in about board approval-
Terry would like the line “using existing staff” out, knowing that it is the intent to use our staff but
to not limit the library to not hiring someone in a security-type position, sharing some potential
scenarios where that would be possible.
Kevin said that adding security would be a policy change, so if that is the concern, that would be
a different issue that would require the board.
Betty Sue said that she has made herself the face of the library and would always put herself in
the front, if there is a disagreement about following the rules related to social distancing or the
wearing of masks. If any staff member is at all uncomfortable, Betty Sue is immediately called,
or the police if necessary.
Kevin- so on the second line we are taking out the words “and implement” and at the end, take
out “staff and” and leave “Using existing budget lines"

Linda made a motion to approve with those noted two eliminations- Terry 2nd-
unanimous APPROVED

RESOLVED, that the Trustees of the Hoag Library of the Swan Library Association authorize
the Director to plan for the gradual re-opening of the Hoag Library for full patron services as
advised by the Orleans County Health Department, in a manner which utilizes the facility, its
resources and collections which best serves the community, using existing budget lines.

Authorization to facilitate Election Day at Hoag Motion

PROPOSED –

RESOLVED, that Governor Cuomo having determined June 23, 2020 as a primary and election
day in New York State, and the Hoag Library having been and willing to continue to be a polling
site for the Town of Albion, the Director is authorized to provide full access to the facilities and
resources of the Hoag Library to the Orleans County Department of Elections before, on, and
after Election Day for the purpose of streamlining voter access, in accordance with the New
York State Health and Elections Departments guidelines.

Discussion -
Kevin asked if there were any questions or concerns about having the town use the library as
their polling place for the June 23rd special election and primary.
Terry said that really, the library is only providing a place and the staff is not ‘needed’ for this at
all. It really comes down to who is going to pay for and be in charge of disinfecting things,
especially the bathrooms.
Terry asks to eliminate the line “using existing staff and budget lines”

Terry motioned with that noted change- Gloria 2nd- unanimous
APPROVED -

RESOLVED, that Governor Cuomo having determined June 23, 2020 as a primary and election
day in New York State, and the Hoag Library having been and willing to continue to be a polling
site for the Town of Albion, the Director is authorized to provide full access to the facilities and
resources of the Hoag Library to the Orleans County Department of Elections before, on, and
after Election Day for the purpose of streamlining voter access, in accordance with the New
York State Health and Elections Departments guidelines.
Authorization to create and implement a Summer Reading Program  Motion
Linda motioned as is- Joyce 2nd- unanimous

APPROVED –

RESOLVED, that the Director plan and implement a Covid-tailored Summer Reading Program, using existing staff and budget lines, that may be but need not be coordinated with the NIOGA and national Summer Reading Programs, but designed to best promote the Library and serve the children of this community.

Authorization to proceed with NYSERDA grant and if successful installation of 2 station electric car charger.  Motion

PROPOSED -

RESOLVED, that the Director complete and submit the NYSERDA grant application previously discussed for a duplex electric car charging station of the most recent non-test version, using the details and pricing from the existing Goforth Electric quotation; and that upon receipt of grant approval, the project is authorized so long the total cost does not exceed $7,000, and the total Library contribution does not exceed $1,000.

Kevin went over the details he sent in an email, although he had written $6,500 when the unit would actually cost $8,500. Betty Sue has applied for the grant, and Terry reminded the board that there was a resolution at the last meeting, though without the dollar amounts. Kevin said that the correction needs to be the amount of $7,000 be changed to $9,000.

Linda made the motion to move forward with the one noted correction- Linda 2nd- unanimous

APPROVED –

RESOLVED, that the Director complete and submit the NYSERDA grant application previously discussed for a duplex electric car charging station of the most recent non-test version, using the details and pricing from the existing Goforth Electric quotation; and that upon receipt of grant approval, the project is authorized so long the total cost does not exceed $9,000, and the total Library contribution does not exceed $1,000.

Authorization to exercise the Steuben Bank Line of Credit and prepare for potential delay of remittance of tax levy  Motion

PROPOSED:

RESOLVED, that the Trustees of the Hoag Library direct that the Steuben Bank Line of Credit be exercised in an amount not more than $50,000 prior to September 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check. and be it further
RESOLVED, that if delivery by the Albion Central School District of the tax levy check is delayed by any Executive or practical action, the Director and Administrative Assistant are authorized to draw up to a further $150,000 through December 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check---

DISCUSSION –
Kevin shared with the group that the Steuben line of credit has been extended to $400,000 due to Barb’s diligence in paying bills on time. He is asking the board to authorize her to utilize this line of credit. Also, due to the current budget situation, it is likely that the check from the school district in the fall may be late this year.

**Linda motioned to remove the words “and be it further” and add the line “all amounts to be repaid in full upon receipt of the tax levy check”- 2nd by Gloria- unanimous**

**The second action was withdrawn at this time.**

**APPROVED –**

RESOLVED, that the Trustees of the Hoag Library direct that the Steuben Bank Line of Credit be exercised in an amount not more than $50,000 prior to September 15, 2020; all amounts to be repaid in full upon receipt of the tax levy check.

**Temporary Waiver of Paid Time Off policy**

**PROPOSED –**

WHEREAS, in compliance with one or more Gubernatorial Executive Orders in response to the outbreak of Covid-19 in New York State, employees of the Hoag Library who have not chosen voluntary layoff have continued to receive their normal pay while they work at home on an unassigned schedule, be it therefore RESOLVED, that the Trustees waive provisions of Policy 5 such that both accrual and depletion by use of Paid Time Off be suspended for all employees covered by that policy for the period beginning March 22, 2020 and ending at that point at which employees are regularly scheduled in the building; and further that each employee’s accrual shall remain frozen at its March 22 level for the duration of the suspension period.

**DISCUSSION:**

Kevin said that while employees are continuing to be paid during the shutdown, it was a recommendation of the lawyer to temporarily waive the paid time off policy.

Linda said that she remembers talking about it previously and asking for the lawyer’s recommendation. With it, she is happy to approve this waiver.

Joyce also said she sees it as a win-win as employees

Gloria said it does seem fair to the employees and confirmed that Betty Sue has talked to the lawyer and that this was their recommendation.

Joyce said that she sees the need to apply this across the board, and that is the best way to go. Linda said that she would like to follow the recommendation of the lawyer.

Terry asked if the lawyer knew that some people were still working, and Kevin and Betty Sue both said Yes, definitely.

Linda reiterated she wants to follow the advice of the lawyer, and Kevin said that getting advice from the lawyer and then not following it (by changing something in the resolution) further opens the board to litigation.

Dan said that he would like to keep the system the way it is, and allow people to use their time now or potentially pay out accrued vacation time at the end of the year if they are not able to use it due to the current situation.

Kevin pointed out that it is something that the board can do, but it again opens it up a minefield of who can use time and who gets paid for their time, and how does it change pay rates with that added on- using past practice anecdotes
Joyce has motioned- Linda 2nd- votes recorded below  
Dan- No  
Debbie- Yes  
Gloria- Yes  
Joyce- Yes  
Linda- Yes  
Terry- No  
Kevin- Yes  

APPROVED -

WHEREAS, in compliance with one or more Gubernatorial Executive Orders in response to the outbreak of Covid-19 in New York State, employees of the Hoag Library who have not chosen voluntary layoff have continued to receive their normal pay while they work at home on an unassigned schedule, be it therefore RESOLVED, that the Trustees waive provisions of Policy 5 such that both accrual and depletion by use of Paid Time Off be suspended for all employees covered by that policy for the period beginning March 22, 2020 and ending at that point at which employees are regularly scheduled in the building; and further that each employee’s accrual shall remain frozen at its March 22 level for the duration of the suspension period.

Linda did comment after the vote was completed, that she does understand and she does not want to treat the employees unfairly, but we really don’t know how long this could potentially continue.

Increase salary of Library Director Motion

DISCUSSION:

Betty Sue mentioned that all other employees received 3%  
Gloria said that she remembers the board asking Kevin to look around with other libraries. He looked around and found that salaries vary from $38K to $138K- with the range of duties, service area, etc. to think about. Those that are similar sizes and hiring new directors are hiring between $65K and $70K for the starting amount. Kevin said that, someday, Betty Sue will move on and the library may be ‘stuck’ with going from 65K to 85K in one year, to find a worthwhile candidate.  
Gloria said that there is a sample evaluation sheet in the handbook, and until that can be done no action should be taken. Kevin said that the handbook is a guide, but also is set up for libraries that are part of a municipality or a school district. Terry agreed with Gloria that the handbook evaluation is what should be used.  
Joyce said that there is a sample evaluation sheet in the handbook, and until that can be done no action should be taken. Kevin said that the handbook is a guide, but also is set up for libraries that are part of a municipality or a school district. Terry agreed with Gloria that the handbook evaluation is what should be used.  
Joyce said that there is a sample evaluation sheet in the handbook, and until that can be done no action should be taken. Kevin said that the handbook is a guide, but also is set up for libraries that are part of a municipality or a school district. Terry agreed with Gloria that the handbook evaluation is what should be used.  
Gloria said that she was talking about the evaluation in the Hoag Library handbook, and that is what she thinks  
Linda asked when the last time Betty Sue was given a raise, and Kevin answered that it was two years since her last raise. Linda asked and Kevin answered that employees are given a raise every year. Terry pointed out that the raise two years ago was $10,000, and Linda again asked how much that was in comparison to other libraries of this size service area. Terry said it was on par with other libraries in the area. Kevin said that he did not think the other area libraries are truly similar, neither comparable nor peer libraries.
Joyce said that she is willing to collate the evaluations if everyone would complete them shortly and send them to her. That would keep this timely and get it completed, allowing this to be voted on for the next meeting. Kevin clarified that this would be sent out, completed, returned to Joyce, and sent (from her to everyone) in order to have this as an agenda item for the next meeting.

Kevin will send a digital version of the evaluation by the 15th, and Mrs Riley needs them completed and sent to her by the 22nd of May. That will give her time to collate the evaluations and send to the entire board by the 28th of May. This resolution should then be in the agenda for the next meeting.

Gloria pointed out that the Director's evaluation falls under the purview of the Personnel committee, and that Joyce is not on that committee. Terry noted that it has been done both ways in the past, review done as a committee or as an entire board. Linda said that she was fine with Joyce doing the collating, since she has volunteered to do so in the short timeframe to be ready for the next meeting.

Referrals by the Director to the Attorney for Policy suggestions prior to Committee work:

Terry has raised 4 policy issues recently - need to be tweaked or have $$ amounts changed. Kevin suggests that these four issues be referred to the attorney for update suggestions, before the board does any work on them.

Credit Card- Terry said this was passed on Dec, 2015, Carol Miller made the motion and Kerry Deegan 2nd, passed (written by Woods Oviatt).

Whistleblower- passed May of 2015, he believes the motion was made by Jan Albanese. Kevin asked if this meant they did not need to be reviewed, and Terry said they were written by Woods Oviatt, and passed by the board, so they just need to be put into the book.

Terry made the motion to have the previously approved policies (as noted above) included in the policy manuals- Linda 2nd- unanimous

-Conflict of Interest

Phrases taken right out of the blue handbook- he would like the lawyer to look at it and so if you (Kevin) could have that done and back from the Lawyer in time for the next meeting, that's what he needs.

-Disbursements

Terry said that pursuant to the latest trustee pamphlet talking about disbursements, he has been on many non-profit boards and many governmental boards, and often on non-profit boards the treasurer's report is just accepted but when using governmental money, you need to approve each item for payment, and this can be done as a lump sum.

Library Re-Opening and Elections:

Kevin said that it is currently not really feasible to have an election and annual meeting that looks anything like meetings of the past. In the past, signatures were required in order to vet candidates, to avoid again electing someone who does not live in the district. It was a missed opportunity to join with the school to send ballots together, though they were originally going to need a request, but now maybe not. It is possible to say that the annual meeting and the voting for board members are two separate items, and can be done at a later date.

Dan had some ideas about asking people to return the ballots to the drop box, rather than including a stamped, return envelopes. Also, he asked about if there was a way to set up a secure way to vote online. Linda answered those, partially based on conversations the school board has had. Asking people to drive the ballots in can place a hardship on people who are
afraid of the virus, who may have no current access to transportation, or they may be under quarantine orders.
There was also conversation about internet access in the school district/library service area.
Linda said she thinks the board should wait it out and see how the situation develops, and look to a ‘regular’ election and annual meeting in late July.
Terry said it would be wise to keep looking at a later election, because who knows if the library would even be open at that time. It could be something in conjunction with the town. Kevin polled the room and there was a consensus that the board should wait it out and revisit the topic next month.

Next month’s meeting will be on the 10th of June

PUBLIC FORUM OPPORTUNITY – none

CONCERNS AROUND THE TABLE
Dan- Terry- Debbie- Joyce- Linda- Gloria-

ADJOURNMENT
Moved by Debbie, unanimously 2nd

Motion

Please note this was a virtual meeting and full discussions can be viewed online at – www.hoaglibrary.org YouTube channel link

Submitted

Linda Weller
Report on reopening
Assuming that the reopening of Hoag Library will take place in stages I am listing the steps we will take for the first phase which would be what had been planned for “curbside pickup” of materials and for providing services without entry of patrons into the building.
What we will provide:

- Patrons may place holds for materials by calling the library or sending an email providing their card number.
- Employees will collect requested materials, sign them out then place them in a paper bag with the last four digits of the user’s id visible.
- Patrons will be notified when their pick up is available.
- Holds will be available between 12-6 Monday through Friday.
- For copying and faxing of materials a station will be located in the vestibule with request forms for both services. Folders will be available for all materials and patrons will be called when their job is finished.
- For items needing privacy arrangements can be made while the patron waits either outside or in the vestibule for the return of items.

Steps taken:

- The entire library has been thoroughly cleaned by Terri Biro and the carpeting and upholstery by Burris Cleaning.
- We have on hand 500 disposable masks-250 donated by the county and 300 purchased. The original intent was to provide these for employee but when the community is allowed to return I anticipate we will be requiring patrons to wear masks and we can provide them rather than turn someone away. Gloves will also be provided for employees.
- We have procured multiple gallons of the hand sanitizer and numerous 2oz bottles also from the county.
- Two “no touch” thermometers have been ordered.
- Two hundred large paper bags have been ordered for vestibule pick up.
- Signage has been prepared for entry into library and within the library.
- Messages have been created for the procedure to put books on hold for pick up in vestibule.
- These will be communicated with the public using all of our communication outlets.

Safety

- Because there will be no patrons in the building staff will clean their work areas as needed.
- Staff will be assigned to equipment (i.e. copier/fax machine) for periods of time with areas being thoroughly cleaned before another employee is assigned.
- We continue to search for disinfecting wipes and are looking into purchasing “skins” for keyboard which can be removed and more easily cleaned on a regular basis.
- Since before we closed in order to prevent the spread through the surfaces of returned items we have quarantined items for a minimum of 72 hours as that is the recommendation. We will continue to quarantine rather than clean the item (unless of course they are visibly dirty) by placing each days returns on a cart with the date of when they can be handled and returned to circulation.

Broader reopening considerations
• I would recommend separating the computers in the lab to maintain social distancing.
• Other computer work stations could be set up in the library to replace the non-used lab computers.
• Whenever a patron leaves a computer it needs to be thoroughly wiped down before another patron uses it.
• In order to avoid surface contamination of items such as staplers, pencils, etc. a patron work station could be set up away from the front desk with necessary hand sanitizer and disinfecting wipes (if they can be found, if not we will have to find a way to provide, create, invent!!!)
• The book drop could be moved to avoid congregation at the main desk.
• Positive signage could be placed on the floor to promote safe distancing.
• When patrons are allowed to return and a limit is set one employee need to be in charge of recording the number of people in and out to abide by any regulations.
• If it is legal to check patrons' temperatures at the door, then one staff member could do this as well as keep track of numbers.
• I am looking for guidance for how to insure the bathrooms remain sanitized by cleaning more frequently than once a day.
• Pertinent information will be provided through our website, social media, local media, our sign, and in the building or with links to more information.
• Determine when it is safe to resume home delivery.
• We are not planning any on site library sponsored programming at this time. We will continue to offer virtual programming.
• Outside agencies will be allowed to resume reserving meeting rooms once it is safe to allow gatherings.
Due to COVID-19 and closure of the Library, there was
No Board Meeting this month
Call to Order @ 6:34
Linda Weller        Terry Wilbert         Excused: Joyce Riley- called in for discussion
Debbie BiBiaco     Anitaice Bennett
Gloria Nauden      Dan Conrad
Kevin Doherty       Betty Sue Miller

Betty Sue- Passed out a copy of the sign posted on the front door today. Due to the ever-changing situation related to COVID-19, it directs patrons to the Hoag’s website for any new updates.
Included on the back of this handout, was a list of related facts known about the virus and how the library is handling materials and cleaning surfaces in the wake of this pandemic.
Also passed out was a copy of an email from Thomas Bindeman, Executive Director of NIOGA, asking the Hoag to close their building and highlighting that the inter-library loan system will close on March 27th, as well as several other services from NIOGA. Also included is a short letter from a microbiologist in Library Journal, requesting that libraries close for the sake of their staff and patrons.
With all of this information, Betty Sue did reach out to Nola Goodrich-Kresse at the Orleans County Health Dept. and she said the Health department is not, currently, ordering/asking the library to close.
Betty Sue discussed her plans to keep several library services available, utilizing the front entryway, to keep staff generally away from the public. There is a plan for the pickup of books (via phone and online), and making copies and faxes. She also discussed that Barb and Elizabeth have been working to provide information about these services, without coming inside, and the services that are available digitally with a library card.
There was some discussion about how the Albion school was providing school work for students, and what the library can do to help with this during the school closings. Betty Sue said that she received a call from the High School library asking about kids that do not have a library card, but will need to do online work. She said that for now, staff will allow people to call in and join/get a library card over the phone. This will allow them to use all of the digital services, and if they come in to verify their identity, they will then be able to then take out physical materials. Until an identity is verified, the card will remain at the desk and a note will be kept in the computer system.
Kevin asked if there are no longer patrons coming into the library, should the staff look into creating video content, how to videos, etc? Betty Sue said Teresa has already looked into what children’s books are able to be read/shared online to begin creating videos for younger patrons. She also shared that she is keeping an eye on staff numbers (keeping it under half) and how staff and patrons have also been great about keeping their distances when they are in the building. Betty Sue did share that two staff members are staying at home due to health concerns, and there is another that may choose to do so soon. Kevin said that there is currently no penalty to staff for not coming to work, and that he has looked at the idea of ’fronting’ sick time to employees to use now, and worry about the reimbursement later.
Terry asked how many of the library employees are full time, and how many of those are the sole source of income for their families? The board should have a plan for what happens if this extends into multiple months- even the summer.
Kevin said that he and Betty Sue had some questions for Greta, and she is working on it but did not have answers for all the questions. If they are ‘gifting’ public money to employees for not working, when does this potentially become a problem?

Anitrice and Linda discussed articles they had recently read about transmission and testing that is currently underway. This is relevant to keeping the library open or closed, and the level of operation.

Dan had several ideas about how to potentially operate and stay open under some of these conditions- signing in for specific times to use the computer or to browse for books, keeping those times separate with time for cleaning/sanitizing between. Or, keeping the staff working, making posts for social media dress up days or small lessons. This would keep the staff working, but still keep them engaged in the community and with the Library's mission.

Betty Sue said she has spent more time than usual today out front, asking people what they need. The staff has really been working hard to maintain a positive attitude.

Kevin agreed with Terry, there are ways to digitize the library’s regular content. For example, Tea with Dee is currently not recorded. This is something that could be recorded and posted for patrons to view. Debbie said she regularly hosts webinars on a platform called Zoom, and that it is very easy to use. Linda said that she has a device called an Ozmo that is made for taking videos on an iPhone and it takes out all the shakiness and vibrations. She will let Betty Sue and staff borrow it to try it out.

Terry and Kevin had a discussion about what cleaning products are available around town or even online. Kevin did mention that the library is eligible for the state-made hand sanitizer, as a last resort.

Terry asked about the book delivery to shut-ins, and Betty Sue said that the program is currently suspended. Because so much of this service is actually communication for people who do not regularly get it, he asked if there was a way to ask another staff member to do it. Linda said that she is uncomfortable asking a staff member to go out and have contact with that many new people. The staff member who used to do it, did load up many of the participants before she stopped the service. Kevin suggested that if this continues for more than a month, perhaps there could be a bagged book exchange- leave your books on the front porch and replace it with another; no contact necessary. Linda asked if the library could set up some of those tiny free libraries in different locations around town? Betty Sue said she’s not sure, and Dan said he already gives out donated books to kids at the Community Kitchen on Fridays. Betty Sue said she will post that on the sign if Dan emails her the details.

Kevin asked, just to reiterate, if the board is comfortable with continuing to pay employees during reduced services and a potential closing. Terry said that as long as questions are answered satisfactorily by the attorney, he feels it is the right thing to do.

Gloria said she thinks the board should vote tonight on closing the library.

Tom Rivers, public member, asked what would happen if there was a confirmed case in Orleans County or Albion and it turns out that he or she was in the Library. Does that put the entire staff under mandatory quarantine? What happens at that point? Betty Sue and Terry discussed what has happened in cases just like this in other areas.

Kevin said that the board should get back to Gloria’s question- should the board vote on closing the library? Gloria said she heard a lot around the table discussing what the library can do, does that mean we should stay open? Terry and Betty Sue both discussed ways the library can still serve the community, while the building itself is closed. Kevin’s suggestion was that, until a direction by the health department or governor, the Library could close on Friday or Saturday. The staff can continue to provide certain services without contact with the public or the building being open. Dan asked if the patronage will go down in the long run, if patrons see how many
services are now available online. Kevin and Terry discussed how there was a concern when moving into this building and the newness of e-books, but patronage even went up. Terry did ask that the staff wear gloves, and Betty Sue said that more have just been ordered. Several patrons have commented and thanked staff for wearing them. Terry said that he does think the staff should be paid, as long as the attorney has no problems with it. Dan asked if this would be full time employees or all employees? Betty Sue went through a rough plan for how she would manage staff schedules, and it would be all employees at roughly half the time they are working now. Still, if any employee chooses to stay home during this pandemic there is no penalty for that at this time. Kevin pointed out that with the building closed, all the books and toys in the children’s library (for example) will have been stored for longer than the ‘shelf life’ of the virus. Terry discussed the possibility of purchasing a sanitizer, and Kevin said he did inquire about a potential need to change filters or anything and was told it would not really do anything. Dan did ask again if employees would be paid the weeks they were not actually in the building. Kevin and Linda said that, as long as that is approved by the attorney, that seems to be the consensus of the board. Betty Sue asked if the building is closed, would the board be ok with reducing hours? Or setting up two ‘blocks’ of time. Kevin and Linda discussed having another person pick up books, or even putting a code or number on the bag for privacy. Staff will be in the building from 10am to 6pm, and answering the phone. Book bag pickups will be at reduced hours at Betty Sue’s discretion, but suggested at 10-2, and 4-6. Linda- close the library as of Friday, 3/20/20, at 5pm. 2nd by Debbie- unanimous. Linda- Library hours will be 10-6 on Monday-Friday, closed on Saturdays. 2nd by Anitrice- unanimous. Terry- during the interim, all employees are paid their regular pay until further notice. 2nd by Gloria- unanimous.

Tom R had a question about the status of the building- that the building would not be open to the public, but that the front set of doors would be unlocked from 10am to 6pm. Linda moves to adjourn @ 8:17pm. 2nd by Debbie- unanimous. To Do List: Betty Sue and Linda- make sure the wifi is upgraded to work better/farther in the library. Kevin will contact the attorney with questions about paying employees during the shutdown.
CALL TO ORDER @ 6:30 pm by President Kevin Doherty

ATTENDANCE
Gloria Nauden       Debbie DiBacco       Excused- Linda Weller
Joyce Riley         Anitrice Bennett
Terry Wilbert       Dan Conrad
Kevin Doherty       Betty Sue Miller    Barb Kyler- for audit only

Audit Report by Jonathan Miller from the Bonadio Group.
- Identified the purpose of the audit.
- Recognized Barb’s attention to detail and how it facilitated and expedited the process.
- Executive Summary reviewed at the beginning of the report- After discussing the communication with governance pages, what that entails and how it relates to other
- The summary of Financials and Management letter shows the decrease in revenue and support.
  - Fewer large donations than in the previous year.
  - Also included in this summary is the difference in expenses from hiring two new full
- Identified the debt ratio and how the library is still in a strong financial position due to investing large gifts and paying down on the mortgage when able.

Recommendations-
- Process Change-When the Director approves and requests pay raises for staff members, it is time staff members. entered into the system currently.
- The recommendation is that the Director go into the payroll system to confirm that any pay rate changes are what she requested and was approved.
- Also, that Director level of compensation should be voted on each year to confirm any rate changes. This is a process change.
- Tightening up the policy for investments, to keep this area in compliance and under the radar for a state auditing.

Other: If the Hoag had not been gifted money, it would still be financially viable. As stated by President, the board would have had lower expenses because they would not have spent the gift on the mortgage down payment. A Board Member (T. Wilbert) asked about employee pay raises- is that something that the board should have a clear vote on employee rate changes. Mr. Miller said that if any changes are included in a budget and the budget is voted on, that should be enough.
Finally, tab 3 of the report shows the tax for 990 shows what will be filed with the federal government, including Betty Sue’s approved salary.

Motion: Accept the audit report as presented by the Bonadio Group and authorize them to remove the draft status one week from today, pending questions from the board-
**Motion proposed by T. Wilbert; 2nd by D. Conrad; Unanimous yea vote**

REVIEW and ADOPT AGENDA-
Addition proposal by President to adopt the budget resolution under review and adopt
• Under New Business, NIOGA Advocacy (this came in the mail to several board members)
• Building and grounds-

**Motion to accept from A. Riley, 2nd from D. DiBacco- Unanimous yea vote**

PUBLIC FORUM OPPORTUNITY- no members of the public are present

**REVIEW AND ADOPT**

Minutes from Meeting of February 12, 2020
• Add Betty Sue Miller’s name under attendance, and Maurice Taylor’s name as absent
• Add meeting of the Nominations & Elections committee
  o Ensure that the following are all included under nominations and elections:
    o Petitions will be available the day after the next meeting- 3/11/20
    o Committee will meet at a later time
    o Reduced the number of signatures from 25 down to 20
    o Some changes/updates to the actual petition
    o The Election committee will be doing the counting this year
    o The Pilon room will be used for voting this year
    o The Friends of the Library have been asked to man the voting tables
    o These changes were sent out in the packet for this meeting

**Per the recommendations of the committee, to make the amendments as noted- unanimous**

**Motion- J. Riley moved to approve with the adjustments noted above. 2nd by G. Nauden; Unanimous yea**

Treasurer’s report December, 2019 and February, 2020

**Motion- J. Riley- move to accept the December report, T. Wilbert 2nd- unanimous**

February, T. Wilbert mentioned that the line item is fully used for Disability Insurance, but it is paid for the year. There was discussion.

**Motion- A. Riley moves to accept the February report, 2nd by D. Conrad- unanimous**

Budget Resolution- T. Wilbert asked to do the personnel committee report first and also, the budget needs to include a line item for grants, separate from any other line items.

**Motion- J Riley moves to accept this budget, with a line item for grants to be included under income AND expenses, D. DiBacco 2nd- unanimous**

**DIRECTOR’S REPORT-**

Flag Restoration
• Received a call back from Gwen Spicer regarding flag restoration.
  o It would cost $100 for an evaluation
  o she would need to keep it for some time. She has also heard about the regimental flag in the past, as the flag restoration community is relatively small.
  o She also had some details about what the flag would have really looked like, and how it would have been used.
Gwen Spicer and the textile lab in NYC would both like to know the plan for the flag, and how it would (potentially) displayed in the future.

- Director asks the board’s permission to send the flag to Gwen Spicer for evaluation at the cost of $100. J. Riley said this would be a good idea, as it could give us some options and also show the donor that there is movement in the restoration process.
- Director said the Saratoga Flag museum does not do restorations, but they are willing to take the flag for display (no strings attached), if the cost of restoration and display does become cost prohibitive to the library.
- J. Riley asked if other items, such as the letters, are ever taken out and placed on display? Though the library is not a museum, these are not items the library is not planning to give away. J. Riley would like to see the library plan some events to share the local history that is stored here. Betty Sue mentioned that in the past a board member was trying to set up a local history committee, but it fell to the wayside when that member fell ill.

Mural
- The mural is underway, and there was some discussion about potentially raising the lights.

Donor event
- the staff has been working very hard on this project.
- Requesting Board Members to help make calls for donations to lighten the load for staff members. Wegmans and Tops have donated gift certificates, which will help offset the cost. She is also asking for people to come help set up on Friday night or Saturday before the event, there will be balloons to blow up and food to set up.
- Also, staying late to help clean up (and have bags for leftover food) would be very helpful. Betty Sue asked if in the past there was a guest book for people to sign- Kevin and Terry said there was not, but there should be. Director shad some of the displays that would be up for the donor soiree, including the Regimental flag and the Washington letter, a PowerPoint presentation of programs, the new mural, and (hopefully) some of the upcoming events and items. Joyce asked if there are receipts for people who make donations, and Betty Sue said yes. She could pick them up to have them when she solicits for donations.
- Circulation System- Per the resolution from last meeting, the contract with the former company has not been renewed. Betty Sue has found out that the Tech-Logic system is not really used in NYS, because NY libraries are run in systems

Motion- for Betty Sue to purchase a new checkout system products and services from TechLogic by J. Riley, 2nd by D. DiBacco- unanimous

REPORTS and REQUESTS from COMMITTEES

FINANCE COMMITTEE-
- Met on 3/10/20, to review staff increases recommended by the personnel committee.
- Report included amounts for actual employee salary and state expenditure costs. Well within the budget, so recommends to approve the personnel committee recommendations.
- Motion- accept the report of the committee- unanimous yea

BUILDINGS and GROUNDS Reports
- meetings on November 12, 2019 and March 10, 2020
• Add to the report- Joyce Riley was in attendance for the March 10th meeting
• Info about the EV station
  o Existing conduit for EV dual station
  o grants available from NYSERDA, NIOGA, and potentially the Friends of the Library
  o will be located on North side of current parking lot
  o could potentially put in another between Ace and Library

Motion- Accept recommendations from committee- unanimous yea

Children’s library entrance-
  o committee looked at several different options, and that several of the older style entrances are actually huge collectors of dirt and dust (and germs). They looked at some removable/changeable options that would keep the entrance more interesting and related to certain books.
  o Director asked the board/committee to think about removing a section of the fence for the summer, if a suitable gate is not found, purchased, and installed before then.
  o the committee to have a conversation with the architect about options, not just a presentation of their ideas

Buildings & Grounds
  o There is an upcoming walkthrough with the architects soon and Terry has a list of things to talk through with them, including the blinds, the roofing shingle, and several other items.
  o Bids have gone out for driveway sealing, lawn mowing, and
  o A spreadsheet for annual contracts, insurances, and maintenance needs to be prepared. The committee will work with Barb and Betty Sue on this.
  o There is an exhaust pipe that needs to be extended to prevent condensation- Kirk Strickland has been contacted about this repair.
  o Job Corp has been contacted about exterior painting, we are waiting for them to come and review the site/job. If scaffolding is needed, the library will be responsible for the cost of that and the paint.
  o The weather vane condition was discussed, and potential placement. The committee needs to view the weather vane and determine the level repairs needed.
  o Charging stations- there have been some questions of information security, especially when using inductive charging. In the meantime, Betty Sue has ordered a selection of charging cords to keep at the desk that patrons may use when in the library.

NOMINATIONS AND ELECTIONS
Nothing new from last meeting, ballots are available and there are three seats up for elections.

PERSONNEL-
  o report from 2/26 meeting was sent via email: G. Nauden, D. DiBacco, and K. Doherty were in attendance
  o discussed how the library is so often full and is used by so many members of the community. Kevin shared that some libraries have to look at their numbers and potentially close partially or completely in the library. T. Wilbert reminded the board that the Swan was once closed for the summer after losing a budget vote, and Kevin shared about that.
  o The committee report recommends that all full -time employees are given a 3% increase this year. They also recommend that as NYS increases minimum wage, that the lower tier employees that are near that rate continuously remain $0.25
above the minimum rate. This should be automatically updated, and not need an individual board approval at each NYS rate raise.

- T. Wilbert said the library should look at making set rates for employees, as steps. Make a formula for entry salaries, rate increases, etc. It also behooves the board to look into encouraging NIOGA

**Motion**- Accept Recommendations by the committee- unanimous yea

### PLANNING

#### LOCAL HISTORY

**FRIENDS OF THE LIBRARY**
The friends would like to be more involved- they are providing cupcakes from March 17th, the anniversary of the Swan Library. They did not make as much as anticipated from the last book sale, but are always happy to help the library.

### OLD BUSINESS

- EV Charger
- Flag
- Mural in Curtis Room
- Donor Event
- Circulation System

### NEW BUSINESS

**Coronavirus preparedness**

- Now that all SUNY school campuses are closed, libraries are expecting an influx of students in need of library and technology services.
- T. Wilbert shared some of the flu precautions that school districts have taken, especially with technology and shared computers. Also, shared his concerns for populations that are more vulnerable, and how the library could better serve them if there is a case/outbreak in the area. Betty Sue did mention that because the library falls under State Ed, so if there is a direction given to schools, it may include libraries.
- President mentioned that while it is always his first choice to keep the library open, he also wants to make sure that no staff member is ever put in danger when coming to work.
- G. Nauden asked about having hand sanitizer dispensers added to the walls around the building. This would be a good idea anytime, not only because of this pandemic.
- NIOGA Advocacy - This packet came in the mail to most of the board members, and Kevin passed his around for those who have not yet received theirs. His question to the board was how involved should the library be, and how involved should we ask our customers to be. Terry suggested that something be posted on the website, like a sample letter, and also near the desk for book checkout.
- Director shared that she delivered the lists she and the staff compiled of services the library is now responsible for, in response to service cuts in government offices. The courthouse sends people to have forms printed, notarized, or even help filling them out. Senator Hawley seemed to take the lists seriously, and Senator Ortt seemed very surprised at the amount of non-library services needed by customers.

### Questions or Concerns from the Correspondence Folder

- not this month

### PUBLIC FORUM OPPORTUNITY

- no members at this time
COMMENTS AND CONCERNS AROUND THE TABLE
  o D. Conrad shared that he is looking to start a Big Brothers/Big Sisters program and hold meetings at the library
  o D. Conrad is getting recognized as citizen of the year this Wednesday at the Village Inn!!
  o G. Nauden said she spoke with members of the public who really enjoyed the movie Harriet, but even more so the discussion group after the movie! This is something the library should look into doing after their movies regularly.

ADJOURNMENT - G. Nauden moved @ 8:52, 2nd by A. Riley

NEXT MEETING and EVENTS
  Donor Event 3/21
  Board Meeting April 8
  Friends Meeting April 14

Submitted by

Joyce Riley
Director’s Report March 11, 2020

The Flag
In an effort to learn more about where and how we could obtain information on restoring the flag I reached out to the Reference department at the NYS Library and followed up on provided information.

1. As I reported last month I contacted the Textile Lab at St, John the Divine in NYC. Notes are in my last month’s report and in the notes from of the meeting.
2. I have been in contact with the Saratoga Military Museum The following is the email Christopher Morton, the director of the museum, sent after our very productive conversation. I was stunned at the amount of general information he was able to provide and I would like us to reprint some of it to keep it with the flag.
   - The museum does not do restorations but would be willing to accept the flag as a donation, with no strings attached, if restoration becomes out of the question.
   - I have printed the email here and the links that were provided. Please note you have to press Ctrl and click to access the links.

Good afternoon. Thank you very much for contacting us regarding this flag and for sharing a wealth of information. It was my pleasure to talk with you over the phone.

This flag is certainly worth preservation! This flag is a treasure and should be conserved for future generations.

Attached is the article I mentioned from the NY Times regarding the presentation of a “stand of colors” to the 26th USCT. Presumably your flag was part of the “stand of colors” presented to the regiment. I cannot confirm with absolute certainty but it is very plausible.

Here is a link to the regiment’s national color:

And a link to the regimental color:
http://dmna.ny.gov/historic/btlflags/infantry/26thInfReg.htm

And here are a few links to similar General Guide Flags:
http://dmna.ny.gov/historic/btlflags/infantry/106thInfGenGuide.htm
http://dmna.ny.gov/historic/btlflags/infantry/124thInfGenGuide.htm
http://dmna.ny.gov/historic/btlflags/infantry/144thInfGenGuides.htm
And finally, here is a link to the American Institute for Conservation to find a textile conservator near you. Just click the “Find A Conservator” button: 
https://www.culturalheritage.org/

Again, thank you for contacting us. I apologize for the difficulty you had in attempting to reach us. If you have any additional questions or concerns, please let me know. I hope you consider the NYS Military Museum should you decide to donate the flag. Please keep me posted.

Thank you very much –
Chris

Christopher S. Morton
Assistant Curator, Military Museum and Veterans Research Center

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

The Flag continued

3. It was requested that I locate contact information for and reach out to Gwen Spicer.
   • I have had one phone call and two emails where I provided the same information that was sent to the other two locations.
   • I am waiting for a response.
   • If you would like to explore her website, it is at spicerart.com

4. I have spoken to the donor who expressed interest in having the flag delivered to NYC for evaluation. I will contact again with additional information as it conveyed.

The Mural

• Plans have been finalized for installation the week before the donor event.
• Jim Babcock will be working with Stacy.
• He will also raise the center light to create a better sight line for the mural. The angle will match that of the ceiling.

Donor Event

• Still could use help with donations.
• If you would rather purchase something for the even rather than solicit a donation I will have a list of items we could use at the meeting.
• We could use help the day of the event. I will have a list of tasks and/or items we need help with and times.
• We will have some displays and PowerPoints running. Is there something specific you would like to see?

Circulation System

• I have received all of the information from Tech Logic to insure that we can switch systems smoothly.
• I have communicated with both Maggie Stein and Justin Genter at Nioga and forwarded information to them.
• The expressed understanding at wanting to switch to a more economical system but were reticent to give their approval wholeheartedly. Change is never a good thing.
• I would like to have approval to move forward before we have an issue that would require intervention on an old set of equipment.
• Refer to last month’s report for the quote specifics from Info Tech and the bid is located here.
Building and Grounds Report March 10, 2020

Present Kevin Doherty [ex officio], Anitrice Bennett, Terry Wilbert, Joyce Riley, and Betty Sue Miller [at 7 PM]

EV station - We can use the existing conduit that exists from the outdoor lights so no trenching will be necessary. Monies are available from NYSERDA, potentially NIOGA, and the Friends. The first station will be on the north side of the current parking lot with an additional one if needed on the north side between ACE and the Library.

Children’s Library – looking at potentially an electronic entrance. A re-imagined Children’s Garden. The Building and Grounds Committee will meet with the architect to review ideas. A mural for the Children’s Library potentially using a GO Art grant. More to follow.

There is a walk through with King and King Architect at this time multiple issues can be addressed such as the shingle that fell off the roof; the shades within the library that do not work properly; and any other issues that might be seen or noticed.

Driveway sealing bids are about to go out.

Lawn mowing bids are ready to go out.

A spread sheet for contracts, insurances, and needed yearly maintenance is to be prepared.

Kurt Strickland has been contacted about repair of an exhaust pipe that needs to be extended to prevent condensation on the building.

Exterior Painting – Job Corps has been contacted and we await the painting instructor to come out to review the job. The library would be responsible for any cost of paint and scaffolding if needed.

The Weather Vane was discussed as to the condition and where the potential location for placement. The first order of business is to view the weather vane and determine any needed repairs and an estimate of cost to do the repairs.

Charging stations. The Board had approved charging stations for use of the patrons. Due to potential security concerns this was not done. It was decided to order charging cords for various device to lend to patrons.
CALL TO ORDER: 7:06 pm by President Kevin Doherty

ATTENDANCE:
Kevin Doherty  Linda Weller  Debbie DiBacco  Gloria Nauden
Anitrice Bennett  Terry Wilbert  Dan Conrad  Betty Sue Miller (Director)
Joyce Riley excused  Maurice Taylor absent

Temporary Recording Secretary: Meghan Coyle

PUBLIC FORUM: None

REVIEW and ADOPT AGENDA:
Add two items – Trustee Absence and Treasurer’s report. Motion to adopt agenda with adjustments by Linda Weller, seconded by Dan Conrad. All in favor. Accepted

REVIEW AND ADOPT MINUTES:
Minutes from meeting of January 8, 2020 – Gloria could not see in the minutes where it said the treasurer’s report from December was reviewed and adopted. Betty Sue read through the notes from January and it was not an action item in the agenda separate from the budget that was discussed. Motion to adopt minutes by Linda Weller, seconded by Dan Conrad. All in favor. Accepted

REVIEW AND ADOPT TREASURER’S REPORT:
December’s treasurer’s report will be included in next month’s packet so that it can be reviewed and adopted. Motioned to adopt January’s Treasurer’s report by Linda Weller, seconded by Dan Conrad. All in favor. Accepted.

DIRECTOR’S REPORT: See Attached
Discussion about Bibliotheca vs. InfoTech. Final decision was to no renew with Bibliotheca and will revisit the option with InfoTech at the next meeting with answers Betty Sue will find out about in the meantime regarding compatibility with our present system through NIOGA.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:
Finalize raises – some action needs to be taken to justify paying the employees the amount they are paid. Terry stated the finance committee is still getting recommendations and talking to other libraries to see how they structure how they pay their employees.
Once personnel costs are finalized, the budget can be finalized. It was suggested that the finance and personnel committees try to meet together.
BUILDING AND GROUNDS:
- Mowing – this was approved in October to bid for a year, renewable up to 3 years
- Parking Lot Sealing – suggestions were Doyle, Finnefrock, and request that other recommendations be sent to Betty Sue in the next week.

NOMINATIONS and ELECTIONS:
Meeting held on February 26th
- Petitions will be available the day after the next meeting – 3/11/20
- Committee will meet at a later time
- Reduced the number of signatures from 25 to 20
- Some changes/updates to the actual petition
- The Election committee will be doing the counting this year
- The Pilon room will be used for voting this year
- The Friends of the Library have been asked to man the voting tables

Motion made by Joyce to approve with the adjustments as indicated by Gloria, seconded, All in favor.
Accepted

PERSONNEL:
Will try to plan a meeting to make recommendations for the finance committee

PLANNING:
The new policies were included in the board packet this month. There are new No Smoking signs, which will go up in the Spring (when the ground is softer).

LOCAL HISTORY: No report.

FRIENDS OF SWAN LIBRARY:
- Very successful book sale. They made $185
- Their last meeting was attended by 9 people
- There are 10 new volunteers for the staff book sale

OLD BUSINESS:

NEW BUSINESS:
Stacy applied for a Spark Grant and will host some painting classes this Summer during the Summer Reading Program. She will also create 10 smaller works of art that will be placed around the library. She let Betty Sue know the grant was approved.

TRUSTEE ABSENCE -
Kevin asked the members of the board to review the by-laws and opened the floor to discussion about the absences of Maurice Taylor. There was some discussion, Kevin said the by-laws are clear. If no action is taken tonight, this is an automatic removal.

CONCERNS AROUND THE TABLE:
Gloria – People Embracing Diversity will have a guest speaker on May 2nd, speaking about the Native American boarding schools. Gloria asked if that can go on the sign, and Betty Sue said that if the Library is a co-sponsor then it can go on the sign, on the website, and on the
facebook page.

Terry mentioned that some of the larger libraries are participating in a McMillan Publishers boycott, and said NIOGA is on the fence about the boycott. Does the Hoag have a stance on this? Betty Sue said that the e-books that we provide are actually bought/owned by NIOGA, so the Hoag cannot really have a stance, since it does not purchase e-books directly.

PUBLIC FORUM: None

ADJOURNMENT:
   Anitrice made a motion to adjourn
   Debbie seconded at 8:56 - Accepted

Respectfully submitted,

Linda Weller, Secretary

NEXT MEETING AND EVENTS:
Personnel Committee Meeting   February 26, 2020 – 6PM
Buildings and Grounds Meeting  March 10, 2020 – 6:30PM
Friends Meeting                March 10, 2020 – 6PM
Regular Trustee meeting       March 11, 2020 – 6:30pm
February 12, 2020 - Director’s Report

Schools

- The Albion Teachers Association has scheduled two events. On March 31st they would like to hold another Teacher Open House following the same format as before.
- On April 8th the group is hosting an informational meeting for individuals who may be interested in running for the school board.
- On March 30th we will be hosting the annual “Empty Bowl” event which raises money for the food pantry.
- Jessica Beale brought a group of students for a tour
- At the end of February through early March one small group of students will be coming daily to perform chores around the library. This is the second year for this.
- The Pride Alliance, the high school's Gay/Straight Alliance, has reached out to plan an event here at the library (poetry reading, a craft event, story reading etc.) the goal is to foster inclusivity with in the community.

Donations

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EV Charger

- Quote for two EV chargers plus installation $4050 from Goforth Electric
- Contacted NYSERDA and I need to apply for the grant but it appears there should be no problem qualifying
- State will pay a flat rate of $4000 per charger regardless of prices so if cost is less the remainder stays with the grantee.
- Some of the requirements will cause the cost to rise: charger selected from specific models, must be networkable in order for state to collect data.
- I have forwarded the information to Nathan London so he can meet the requirements and revise the bid.
- It should still be under the $4000 per unit.

Flag

- Contacted Textile conservation of NYC with phone call and email with photo and information.
- Have not had a response yet-sent second text.
- Attempted to contact the Military Museum in Saratoga but no response.
- Have two more places to try to try.
Donor Event-Saturday March 21st 3-5

- Invitations have been ordered and will be sent when received.
- Music has been procured.
- Working on food.
- If anyone would like to solicit food items, the help would be greatly appreciated.

Mural in Curtis Room

- Will be done and installed prior to the Donor Event.
- Have created a list of items to be taken care of while we have the lift.
- Cleaning of Clerestory window.
  1. Re-caulking of heat pipes.
  2. Repair window mechanics
  3. Move art work
  4. Repair ceiling in Curtis Room and Children’s Library
  5. Please add to this list if there are things you have noticed that could be taken care of at this time.

Community Involvement

- Met with Senator Rob Ortt on 1/16 to talk about advocating for restoration of library funding on the state level. Librarians and Board members involved in brainstorming beyond the usual letter and post card campaigns.
- Met with Assemblyman Steve Hawley on 1/31 on same topic.
- One suggestion involved creating short videos that could be sent through email or on flash drives.
- Another was to stress all of the places libraries are being asked to provide more services as government agencies and business send people to the library for help. My examples were: providing tax forms, helping people apply for low income housing that must be done on computer and helping people sent by the county to obtain forms for such things as divorce.
- The state is also depending on libraries to be centers for helping people fill out census forms.
- I met with Jim Bensley, the Head of Orleans County Planning on ways to be a community partner in getting everyone counted.

Circulation System

- We need to either renew the contract with Bibliotheca or move to an arrangement with Info Tech.
- I have attached the two quotes and will explain at the meeting.
CALL TO ORDER: 7:17 p.m. by President Kevin Doherty

ATTENDANCE:
Kevin Doherty  Terry Wilbert  Gloria Nauden  Debbie DiBacco,
Joyce Riley  Dan Conrad  Betty Sue Miller (Director)
Excused:  Anitrice Bennet  Linda Weller
Absent:  Maurice Taylor

Recording Secretary: Meghan Coyle

REVIEW AND ADOPT AGENDA
Motion to adopt agenda made by T. Wilbert, seconded by D. DiBacco. All in favor. Accepted.

PUBLIC FORUM OPPORTUNITY: No one present.

DIRECTOR’S REPORT: See Attached

BOARD CORRESPONDENCE:
- Patron complained about computers being slow while they were in the process of updating

REVIEW AND ADOPT MINUTES:
Motion to approve reviewed notes from December 2019 meeting. Gloria asked that Rose English be added as a contact for Step team. Motion made to accept the December Notes with additions by G. Nauden, seconded by D. DiBacco. All in favor. Accepted

REVIEW AND ADOPT TREASURER’S REPORT:

REPORTS AND REQUESTS FROM COMMITTEES:

PERSONNEL: None

FINANCE
- Kevin stated many municipalities rotate their auditors every several years to reduce the possibilities of ‘finagling’. No board member dissented re: current auditors
- Decision what to do with Paul Haines Memorial Fund. Letter in folder showing less than $3 interest made.
Motioned made by G. Nauden for Terry to talk with the Haines family to see if the fund can be ended and used in another way that they desire.

Motion to reimburse mileage at the current IRS rate each year at the January meeting by J. Riley, seconded by D. DiBacco. All in favor. Accepted

Motion made to authorize Betty Sue and Barb to continue paying expenses as they have been until further notice by G. Nauden, seconded by T. Wilbert. All in favor. Accepted
BUDGET:
- Discussion had about 2020 budget. Budget to be approved for $741,790 with payroll at $338,000. The Board will have opportunity at latter date to adjust proportions or percentages within this total amount.

Motion made by J. Riley to accept the tax levy of $713,000 as proposed, T. Wilbert seconded. All in favor. Accepted

BUILDINGS AND GROUNDS: None

NOMINATIONS AND ELECTIONS
- Terry Wilbert, Gloria Nauden and Debbie DiBacco were appointed to this committee. Committee will meet to adopt protocol for the May election.

PLANNING:
- Review and Adopt changes in Policies, Section 1.2
  - Patron code of Conduct Policy, item 4 Dress
    - J. Riley asked to add the language “shirt/top” be included between the words “including and footwear”

Motion made to accept the amended policy section 1.2 item 4 as recommended with additions by T. Wilbert, seconded by J. Riley. All in favor. Accepted

Motion to add the word “grounds” at the end of the above policy by T. Wilbert, seconded by G. Nauden. All in favor. Accepted

FRIENDS of the LIBRARY:
- Tasty Treats
  - Event went well: Dubby’s Pizza only charged for the ingredients
  - Netted $800

OLD BUSINESS:
Motion made to accept the weathervane from Donna Wolcott that came from the top of the Swan Family Home made by D. DiBacco, seconded J. Riley. All in favor. Accepted

- Discussion had regarding an anonymous donation of $10,000 toward restoration of the Confederate Flag. No additional monies will go toward this project unless donated.

NEW BUSINESS:
- Picture sent to Board Members of Book Vending Machine
- Books are being returned with bed bugs and cockroaches, Betty Sue is looking into providing large baggies and totes for patrons identified as bringing items back with bugs. She will also assign a staff member to check the returned materials

PUBLIC FORUM OPPORTUNITY: None

CONCERNS AROUND THE TABLE: None

ADJOURNMENT: Motion

NEXT MEETING and EVENTS:
January 9 4:30 – 5:30PM Membership for the Leadership Orleans at White Birch in Lyndonville

January 16 Senator Ortto and Assemblyman Morinello to have Open Forum at the Lewiston Public Library to discuss library funding.

January 25 Friends Book Sale

February 12 Next Library Board Meeting

Respectfully submitted,

Joyce A. Riley, Secretary
Director’s Report for January 8, 2020

As I work to develop the agendas for your meetings I find that I have been duplicating items from previous agendas in my reports. Please bear with me as I try to streamline the process while still providing you with information that either will not be mentioned on the meeting agenda or that needs to be explained more fully before the meeting.

Buildings and grounds

- Rug Cleaning - all on January 3rd
- Floor refinishing on January 10th
- Have not heard from roof warranty people recently.
- Terry brought in the geraniums, repotted them and placed them in windows around the library. They look great. We will be more carefully about hardening them off before they are returned outside in the spring.
- Mowing costs for the past three years are included on a spreadsheet attachment I have included with this e-mail. The purpose, as I recall was to decide how to proceed for next season.

Schools

- We will be receiving a check for $7,500 from Xerox at the end of January or the beginning of February. This is for the purchase of a book vending machine.
  1. The machines vary widely in price but none is anywhere near the amount provided so there will be funds for stacking the vending machine.
  2. I am thinking that removing one of the shelving units in the foyer would make the best place for this but need more research on sizes.
  3. I am including one image in an attachment for you to get the idea.

- We have had several teachers make use of services we promoted at the open house
  1. Pulling books for a project
  2. Setting up a cart of books for an AP history class

Planning/Hygiene Policy changes

I am attaching the policy changes that I first brought to board for the September meeting in hopes that we can adopt the changes and make the updates in the handbooks.

- One clarifies hygiene expectations with more precise wording
- The seconds declares the entire property is to be smoke free
- We are in need of a policy on how to deal with materials being returned with evidence of bed bugs, cockroaches or other insects. I would prefer to discuss this at a meeting rather than in this report. Nothing is currently in the policy handbook so this would require a new policy

The flag

- We have received a donation for $10,000 to be used for the preservation of the USCT flag from the Civil War.
- I will reach out to the state library for information on how to pursue having the flag analyzed.
Gift from Donna Wolcott

- Last month I shared a photo of the ornamentation from the top of the Swan Carriage house which was located where Wolcott’s Dairy was.
- She would like to see it somewhere here.
- Picture in attachment