

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

December 14, 2016

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 7:08 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan excused, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made T. Wilbert, seconded G. Nauden. All in favor. Accepted

PUBLIC FORUM: Presentation to Hoag by SCOPE Dave Thom; presented an American Flag and stand to Hoag for our meeting rooms. Picture attached. Anitrice Bennett attended and is interested in joining our board.

DIRECTOR'S REPORT: See attached

Correspondence Folder- Circulated- thank you from Patrons and books for Dee to review.

REVIEW AND APPROVE MINUTES: Motion to adopt October 2016 minutes made by T. Wilbert, and seconded C. Miller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve October, 2016 made by t. Wilbert, seconded by E. Nesbitt. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by T. Wilbert, seconded by L. Weller. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS:

PERSONNEL:

PLANNING:

BY-LAWS- Nothing new at this time

LOCAL HISTORY –

OLD BUSINESS:

NEW BUSINESS:

FRIENDS OF THE LIBRARY:

PUBLIC FORUM:

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 9:12 Motion made by G. Nauden, seconded by Cm Miller. All in favor, accepted.

Executive Session for the purpose of discussing, but not acting upon, 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.

ADJOURNMENT BACK TO OPEN SESSION: 9:20 Motion made by C. Miller and seconded by T. Wilbert. All in Favor Accepted.

ADJOURNMENT: 9:20 motion made by T. Wilbert, seconded by C. Miller. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Respectfully submitted,

Elissa Nesbitt, Board of Trustees,

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

November 9, 2016

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:03 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made L. Weller, seconded G. Nauden. All in favor. Accepted

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: See attached

2017 Budget is just about finished.

Recap Library Use for Election Day - Voters flowed in and out nicely without incident. Flu vaccines went well also.

Correspondence Folder- Circulated- thank you from Patrons and books for Dee to review.

REVIEW AND APPROVE MINUTES: Motion to adopt October 2016 minutes made by L. Weller, and seconded C. Miller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve October, 2016 made by K. Deegan, seconded by L. Weller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by G. Nauden. All in favor. Accepted.

-Permanent Financing proposals received- Copies to Woods, Oviatt and Bonadio
Bond with Bank of Castile has a \$28,000.00 fee attached to it. Stueben Bank looks to be a top contender.

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS: Ceiling repaired and painted. Looks great. Stakes have been placed for snow plowing

PERSONNEL: Need to continue to work on Job descriptions.

PLANNING: 5 year plan and annual giving campaign are being worked on

BY-LAWS- Nothing new at this time

LOCAL HISTORY – Nothing new to report tonight - Will be going through the storage unit to see what the library should keep, give to other institutions, and what can be sold- work in progress

UPDATE and CONVERSATION ABOUT SIGN: Nothing new to report at this time

OLD BUSINESS: Website and Social media are still being revamped.
Trustee training, new trustee orientation- waiting on a call back from NIOGA
Trustee Vacancies: Still looking for possibly candidates to fill positions.
Discussion of our options in Lieu of Morgan Stanly, Smith Barney

NEW BUSINESS: Betty Sue Miller is in the process of looking into the potential for State Library Construction Grant. Will update with information.

FRIENDS OF THE LIBRARY: Looking to hold Tastee Treats Fundraiser U Need O Burrito will be providing the treats for that event. The JARs are completed and are for sale behind the main desk.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:41 Motion made by C. Miller, seconded by E. Nesbitt. All in favor, accepted.

Executive Session for the purpose of discussing, but not acting upon, 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.

ADJOURNMENT BACK TO OPEN SESSION: 20:52 Motion made by C. Miller and seconded by E. Nesbitt. All in Favor Accepted.

Motion made to pay the increase in the 2017 health care increase of \$163.26 per year per employee by T. Wilbert, seconded by E. Nesbitt. All in Favor. Accepted.

Motion made to increase B. Kyler pay rate beginning January 1 2017, made by T. Wilbert, seconded by G. Nauden. All in favor. Accepted.

ADJOURNMENT: 20:54 motion made by C. Miller, seconded by L. Weller. All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Regular Trustee Meeting	December 14, 2016 19:00
Tastee Treats (Friends)	December 1, 2016 18:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
Oct. 12, 2016**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:02 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller (excused), Elissa Nesbitt, Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made E. Nesbitt, seconded G. Nauden. All in favor. Accepted

ANNOUNCEMENT by the director: We received a check from the estate of former Trustee Elio D'Andrea in the amount of \$50,000.00; two original oil paintings, one by local artist Carol Culhane.

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: See attached

UPDATE about PR and Planning for programs through and including the 2017 Summer Reading Program: See attached.

REVIEW AND APPROVE MINUTES: Motion to adopt September 2016 minutes made by C. Miller, and seconded E. Nesbitt. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve Sept., 2016 made by C. Miller, seconded by T. Wilbert. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 55,000 until the next Trustee meeting. Motion to accept made by K. Deegan, seconded by G. Nauden. All in favor. Accepted.

The higher than usual amount is due to \$9,500.00 in legal fees accumulated over a four month period but invoiced together in late August.

-Permanent Financing proposals received- Copies to Woods, Oviatt and Bonadio

-3 proposals received at very competitive rates; there were 10 RFP's distributed, and is available on the Hoag website. No comment was received.

Authorize President, Director, and Finance Committee to negotiate with the apparent low bidder for permanent terms, with the counsel of Attorney and Accountant. Motion made by T. Wilbert and seconded by K. Deegan. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS: The operable windows are still being worked on. King and King Architects have become involved on our behalf. There is another visit scheduled for October 24, this time

by a manufacturing engineer from the Marvin Window Factory. We will be renting a lift for this work, but expect to also use it for some high altitude work of our own.

-Pot hole filled

-Meeting room ceiling and touch up paint planned for next week. The meeting room schedules have been adjusted to accommodate.

- Snow plowing contract has been renewed.

PERSONNEL: Intern duties will be found attached as a part of E. Nesbitt report. Need to continue to work on Job descriptions.

PLANNING: 5 year plan and annual giving campaign

BY-LAWS- Nothing new at this time

LOCAL HISTORY – Nothing new to report tonight - Will be going through the storage unit to see what the library should keep, give to other institutions, and what can be sold.

UPDATE and CONVERSATION ABOUT SIGN: Mary Anne to attend the planning board meeting for the village to present information of the sign along with a representative from King and King.

OLD BUSINESS:

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NEW BUSINESS: Will place the check from Mr. E. D'Andrea into the bank for the time being.

FRIENDS OF THE LIBRARY: Looking to hold Tastee Treats Fundraiser again. Caterer hasn't been found as of yet. JAR sales will be held again. The friends however, would prefer money donations instead of ingredients. Will do soups, cookies, brownies, no drinks.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 20:56 Motion made by G. Nauden, seconded by C. Miller. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	Nov 8, 2016, 18:00 (? Election Day)
Election Day	Immunizations as well. Meeting Rooms to be used
Regular Trustee meeting-	Nov. 9, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
September 14, 2016**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:18 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden (excused), Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made K. Deegan, seconded C. Miller. All in favor. Accepted

Motion to accept, with regret the resignation of Hollis Ricci-Canham as an elected Trustee, made by T. Wilbert, seconded by K. Deegan. All in favor. Accepted.

PUBLIC FORUM: No one present at this time

Announcement by the Director: Dale Blissett has pledged \$75,000.00 for the naming opportunity for the Children's Library, in memory of his Mother Helen Rice Blissett!

DIRECTOR'S REPORT: See attached

REVIEW AND APPROVE MINUTES: Motion to adopt Aug 2016 minutes made by E. Nesbitt, and seconded L. Weller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve Aug, 2016 made by C. Miller, seconded by K. Deegan. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by T. Wilbert, seconded by K. Deegan. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS: The operable windows are still being worked on. Window repairs have failed once again. Referred back to Architect, Luc Lefebvre at King and King

- Grass well mostly grass has grown back once again. Worried about a couple trees.
- Inquiry from architect for DeWitt Library re: solar panels- K. Doherty provided cost and savings to date information

PERSONNEL: Internship for marketing. Motion made to have Jennie Monacelli as the marketing intern to be mentored by E. Nesbitt made by C. Miller and seconded by L. Weller. All in Favor. Accepted

PLANNING: Need to develop survey parameters.

BY-LAWS- Nothing new at this time

LOCAL HISTORY – Nothing new to report tonight

UPDATE and CONVERSATION ABOUT SIGN: nothing at this time

OLD BUSINESS:

-Permanent Financing for Building and Solar— RFP's to be returned to us by Sept 30.

Discussion- New Trustee training needs to be completed still BS Miller to reach out to Tom Bindeman about this.

- - 2017 Budget Staff rate increases, Staffing adjustments, other priorities

NEW BUSINESS: 2 Trustee vacancies need to be filled.

FRIENDS OF THE LIBRARY: There wasn't a Friends meeting to report on.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 20:55 Motion made by L. Weller, seconded by K. Deegan. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting Oct 11, 2016, 18:00

Regular Trustee meeting- Oct 12, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

**HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
Aug 10, 2016**

What will we do to make our Library the most effective resource for this Community?

CALL TO ORDER: 19:07 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Hollis Ricci-Canham (excused), Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made K. Deegan, seconded L. Weller. All in favor. Accepted

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: See attached

REVIEW AND APPROVE MINUTES: Motion to adopt July 2016 minutes made by L. Weller, and seconded E. Nesbitt. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve July, 2016 made by L.Weller, seconded by G. Nauden. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by C. Miller, seconded by T. Wilbert. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

BUILDINGS AND GROUNDS: The operable windows are still being worked on. Windows 1-4 are fixed, and the other 4 will be repaired later in the month of August.

- Meeting Room floors Quote of \$2800. There will need to be 4 days in a row for the floors to be done and have time to dry, for light sanding and a top coat. The cost will be worked into the 2017 Budget. Will need to place new guards on table and chair legs to help prevent from scratching into the floors once they are finished. We will also look into new cleaning materials to use on the floors.
- The heaved concrete on the front walk has been ground down.
- The grass and trees has been being watered by Don (neighbor of the Hoag Library). He has been featured on HL facebook page.
- Solar savings- another month in which the Electric Bill shows no usage.
- Snow plowing for the upcoming winter months- looking into cost difference not to use salt and use something that is a bit less corrosive.

PERSONNEL: Interim plans for staff vacancy discussion. Determine task requirements and any adjustments to existing tasks. Coordinate with potential assistant director to eventually move into director's position.

PLANNING: Need to develop survey parameters. Elissa will be new chair for this committee.

BY-LAWS- Nothing new at this time

LOCAL HISTORY – Nothing new to report tonight

UPDATE and CONVERSATION ABOUT SIGN: Sign rendering was shown to all board members. Cost looks to be around \$22,000-\$24,000; however that figure could be higher. The sign still needs to be brought to the Village Planning committee to see if we can get it passed.

OLD BUSINESS:

-Permanent Financing for Building and Solar— RFP's to be released on Friday to local family own banks.

Discussion- New Trustee training needs to be completed still BS Miller to reach out to Tom Bindeman about this.

-website K. Deegan to meet with BS Miller to see how they can revamp the website
- 2017 Budget Staff rate increases, Staffing adjustments, other priorities

BS Miller to look into Survey for Patrons or Community.

Motion made by C. Miller to authorize the director to utilize the Square for credit purchases for library patrons, seconded by E. Nesbitt. All in Favor – Accepted.

NEW BUSINESS:

FRIENDS OF THE LIBRARY: There wasn't a Friends meeting to report on.

PUBLIC FORUM: No one present at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 21:00 Motion made by C. Miller, seconded by L.Weller. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	Sept 13, 2016, 18:00
Regular Trustee meeting-	Sept 14, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

July 13, 2016

CALL TO ORDER: 19:04 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Hollis Ricci-Canham (excused), Gloria Nauden, Betty Sue Miller

Observed a moment of silence in memory of Marie Dailey, Swan Library Trustee 1998-2006 who passed away last Friday

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made T. Wilbert, seconded L. Weller. All in favor. Accepted

PUBLIC FORUM: No one present at this time

UPDATE and CONVERSATION ABOUT SIGN: Mary Anne Braunbach – Friends and Board need to be on same page with regards to the sign. Looking at a timeline of late spring/early summer 2017. Checking in with King and King to have rendering completed for the sign. Letter to community as a collective regarding sign. Additional ways for funding of the sign being looked into. Grants, NIOGA, community.

DIRECTOR'S REPORT: See attached

REVIEW AND APPROVE MINUTES: Motion to adopt June, 2016 minutes made by L. Weller, and seconded C. Miller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve June, 2016 made by K. Deegan, seconded by E. Nesbitt. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by C. Miller, seconded by L. Weller. All in favor. Accepted.

G. Nauden makes a motion in the format required by Five Star Bank to update the signature card(s) to reflect the slate of officers. C. Miller seconds this motion. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

PERSONNEL: Nothing to present at this time.

PLANNING: Nothing to present at this time

BY-LAWS- Nothing new at this time

BUILDINGS AND GROUNDS: The operable windows are still being worked on. The parts that were installed broke upon opening of the windows. They will look into a new way to repair. Meeting Room

floors still in the works. Ron to grind heaved concrete sidewalk. Don our neighbor has been watering our trees and grass on a volunteer basis.

LOCAL HISTORY - Elissa will be new chair for this committee.

OLD BUSINESS:

- Permanent Financing for Building and Solar—Discussion-
- New Trustee training needs to be completed still
- website K. Deegan to meet with BS Miller to see how they can revamp the website

NEW BUSINESS: BSM to look into Survey for Patrons or Community.

FRIENDS OF THE LIBRARY: Breadman will be back on Oct 6. Aug. 18th will be Victorian Tea at the Pullman Church \$5.00 6pm

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 21:52 Motion made by T. Wilbert, seconded by G. Nauden. All in favor. Accepted.

EXECUTIVE SESSION: Pursuant to Section 5 105.1 subs d, and f of the Open Meeting Law for discussion regarding proposed, pending or current litigation; and personnel matters, the open discussion would identify an individual.

ADJOURNMENT BACK to OPEN SESSION: 22:10 Motion made by G. Nauden seconded by T. Weller. All in favor, accepted.

ADJOURNMENT: 22:12 Motion made by C. Miller, seconded by L.Weller. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	Aug 9, 2016, 18:00
Regular Trustee meeting-	Aug10, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

June 8, 2016

CALL TO ORDER: 19:02 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert (Excused), Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Hollis Ricci-Canham, Gloria Nauden, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made L. Weller, seconded K. Deegan. All in favor. Accepted

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: See attached

REVIEW AND APPROVE MINUTES: Motion to adopt May, 2016 minutes made by L. Weller, and seconded H. Canham. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve May, 2016 made by L. Weller, seconded by E. Nesbitt. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by K. Deegan. All in favor. Accepted.

NOMINATIONS and ELECTIONS: Nothing at this time

PERSONNEL: Nothing to present at this time.

PLANNING: Nothing to present at this time

BY-LAWS- Nothing new at this time

BUILDINGS AND GROUNDS: Weedman treated the grounds, grass cut before should have been. It is starting to grow back.

LOCAL HISTORY - Report attached

OLD BUSINESS:

-Permanent Financing for Building and Solar—Discussion- proposal still at Woods Oviatt for comp.

- Federal Reserve action to raise rates assumed to be on hold until after the November 2016 election.

Marvin windows to repair windows. E. Nesbitt to contact RIT with regards to possible interns for Website/Social Media

Summer Reading Program- L. Weller to do a window banner. New committee to be formed with the purpose of Summer Reading program. E. Nesbitt, L. Weller and K. Deegan to contribute to committee.

Committee for new Trustee training.

NEW BUSINESS: BSM to look into Survey for Patrons or Community.

Trustee Training- All in favor for doing training via NIOGA

FRIENDS OF THE LIBRARY: Sign looking to cost around \$60,000 not the \$35-45,000 that was originally planned. Planning committee for the village requires a rendering of sign. Friends will ask architect for this.

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:52 Motion made by K. Deegan, seconded by G. Nauden. All in favor. Accepted.

EXECUTIVE SESSION: Pursuant to Section 5 105.1 subs d, and f of the Open Meeting Law for discussion regarding proposed, pending or current litigation; and personnel matters, the open discussion would identify an individual.

ADJOURNMENT BACK to OPEN SESSION: 21:34 Motion made by K. Deegan seconded by L. Weller. All in favor, accepted.

ADJOURNMENT: 21:35 Motion made by E. Nesbitt, seconded by H. Canham. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	July 12 2016, 18:00
Regular Trustee meeting-	July 13, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

May 11, 2016

CALL TO ORDER: 19:00 by President Kevin Doherty

PRESENT: Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Hollis Ricci-Canham, Gloria Nauden, Betty Sue Miller, (Excused)

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made L. Weller, seconded C. Miller. All in favor. Accepted

SPECIAL ORDER OF BUSINESS:

Motion to appoint Gloria Nauden as a Trustee until the next annual meeting 2017, made by C. Miller seconded by H. Ricci-Canham. All in favor. Accepted

PUBLIC FORUM: No one spoke at this time.

DIRECTOR'S REPORT: No report given as Director is on sick leave.

REVIEW AND APPROVE MINUTES: Motion to adopt April, 2016 minutes made by L. Weller, and seconded C. Miller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve April, 2016 made by C. Miller, seconded by L. Weller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FRIENDS OF THE LIBRARY: M. Braunbach spoke with regards to the Rotary program being held at the Hoag 6-9pm Nuts and Bolts. Information on the NIOGA annual dinner May 24 Terry's Corners Gasport. Sign committee meeting discussed using initial funds to promote and advertise within community. Sign will run approximately \$35,000 to \$40,000. Suggested placing fund raiser envelopes on front desk to allow people to choose amount they wish to donate.

Discussed the Hoag Scholarship for High School student meeting the criteria. Motion for the scholarship to be named Hoag Friends of The Library will be listed \$100.00 made by L. Weller, seconded by K. Deegan. All in favor. Accepted

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by C. Miller. All in favor. Accepted.

BUILDING AND GROUNDS: No update on Meeting room floors at this time. The clerestories windows to be looked at by Marvin windows for needed repairs. Discussion of patching and painting of the library parking lot. H. Ricci-Canham suggested that the set up/down in the loops be decreased to help with those who are unable to use it at current height.

NOMINATIONS and ELECTIONS: Nothing at this time

PERSONNEL: Nothing to present at this time.

PLANNING: Nothing to present at this time

BY-LAWS- Nothing new at this time

LOCAL HISTORY - H. Ricci-Canham would like to be on this committee. Heidi @ NIOGA, Matt Ballard and Bill Latin will all be good resources for this committee.

OLD BUSINESS:

-Permanent Financing for Building and Solar—Discussion- proposal still at Woods Oviatt for comp.

- Federal Reserve action to raise rates assumed to be on hold until after the November 2016 election.

- Update Tales – The Tales Program will not be continuing in the future. Many thanks to all the libraries, Friends of the library, readers and authors who were so supportive of the program over the past 14 years.

NEW BUSINESS: Conflict of Interest Policy- Trustees to read sign and return forms to be kept on hand.

-Linda Weller excused at 20:03 to adopt a motion acknowledging potential for conflict in purchase of network management and computer equipment. Motion made by K. Deegan, acknowledging Linda Weller will be excused for such matters and seconded by C. Miller. All in favor. Accepted. L. Weller resumed meeting with Trustees at 20:05.

Kevin Doherty excused at 20:05 (T. Wilbert takes the chair) K. Deegan made motion acknowledging potential for conflict in the telephone system management and repair, seconded by L. Weller. All in favor. Accepted. K. Doherty returned and resumed chair at 20:09.

Carpet and Upholstery cleaning bids: Motion to accept the quote from Burriss Cleaning made by T. Wilbert, seconded by L. Weller. All in Favor. Accepted

ACS Annual Meeting- Due to Director Miller being out on sick leave, K. Doherty made the presentation to the Superintendent, the business manager, three current board members, 4 board candidates, two district staff members and three community members. No comments

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:27 Motion made by C. Miller, seconded by G. Nauden. All in favor. Accepted.

EXECUTIVE SESSION: Pursuant to Section 5 105.1 subs d, and f of the Open Meeting Law for discussion regarding proposed, pending or current litigation; and personnel matters, the open discussion would identify an individual.

ADJOURNMENT BACK to OPEN SESSION: 20:58 Motion made by T. Wilbert seconded by L. Weller. All in favor, accepted.

ADJOURNMENT: 21:00 Motion made by C. Miller, seconded by G. Nauden. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	June 7 2016, 18:00
Regular Trustee meeting-	June8, 2016 19:00
NIOGA Annual Dinner	May 24, 2016 Gasport

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

April 13, 2016

CALL TO ORDER: 19:02 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, Linda Weller (Excused), Terry Wilbert, Natalie McCue, Betty Sue Miller, Vacant Andrews, Vacant Village

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made L. Weller, seconded N. McCue. All in favor. Accepted

SPECIAL ORDER OF BUSINESS:

- Report of the Nominations and Elections Committee- two valid petitions received
- Establishing ballot positions by lot. Drawn by N. McCue. Kevin first position, Hollis second position.
- Planning to move forward with appointments to vacant seats. 2 from Trustees/1 from Mayor London

PUBLIC FORUM: No one spoke at this time Hollis Ricci-Canham present

DIRECTOR'S REPORT: Betty Sue Miller's report is attached.

REVIEW AND APPROVE MINUTES: Motion to adopt March, 2016 minutes made by J. Albanese, and seconded L. Weller. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve March, 2016 made by C. Miller, seconded by L. Weller. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K Deegan, seconded by N. McCue. All in favor. Accepted.

BUILDING AND GROUNDS: No update on Meeting room floors at this time. Ron Tower to mow the lawns. Betty Sue to talk with Newton to repair the damages from snowplowing this season.

NOMINATIONS and ELECTIONS: May 2, 2016 is Annual Meeting/vote. The timeline for application was presented to the board from the N&E committee. Motion to approve timeline made by C. Miller, seconded by N. McCue. All in favor. Accepted.

PERSONNEL: Nothing to present at this time.

PLANNING: -Adopt Purchasing Policy prepared by Woods/Oviat. Moved by committee, no second needed. All in favor. Accepted.

BY-LAWS- Nothing new at this time

FRIENDS OF LIBRARY: Digital sign funding campaign talk as in process. There wasn't a 990 or other financial information provided that has been previously requested. The monies that were in CD's will be placed into a savings account as it isn't making money in the CD.

LOCAL HISTORY Nothing new at this time

OLD BUSINESS:

-Permanent Financing for Building and Solar—Discussion- proposal to Woods Oviatt for comp.
- Federal Reserve action to raise rates assumed to be on hold until after the November 2016 election.

- Update Tales - Discussion Event- There were about 70 patron including several Board members who attended the Tale For Three Counties Black River S.M Hulse event. The author was very well received and many compliments of the event were heard. It was nice that GCC had students attending the event for their class and were very enthusiastic with questions. Light refreshments to were provided. A special thanks to Judy and Lori from the Friends of the Library for their help in setting up for this event.

NEW BUSINESS: nothing at this time

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:23 Motion made by L.Weller, seconded by N. McCue. All in favor. Accepted.

EXECUTIVE SESSION: Pursuant to Section 5 105.1 subs d, and f of the Open Meeting Law for discussion regarding proposed, pending or current litigation; and personnel matters, the open discussion would identify an individual.

ADJOURNMENT BACK to OPEN SESSION: 21:12 Motion made by L. Weller seconded by N. McCue. All in favor, accepted.

ADJOURNMENT: 21:25 Motion made by J.Albanese, seconded by N. McCue. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Hoag Annual Meeting - May 2, 2016 Noon Call to order/recess for voting; 19:00 Call back into Session

Friends Meeting May 10, 2016, 18:00
Regular Trustee meeting- May 11, 2016 19:00
NIOGA Annual Dinner May 24, 2016 Gasport

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

March 9, 2016

CALL TO ORDER: 19:02 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, Linda Weller (Excused), Terry Wilbert, Kim Pritt, Natalie McCue, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made J. Albanese, seconded K. Deegan. All in favor. Accepted

ANNUAL AUDIT REPORT FOR 2015: Highlights and explanations from Bonadio and Company team.
Accept the audit; file a copy for public access, forward copies as necessary to financial and collaborative partners. Motion made by C. Miller, seconded by K. Pritt. Motion accepted.

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: Betty Sue Miller's report is attached.

Approve the annual Library report to NIOGA. Motion made by T. Wilbert, seconded by N. McCue. All in favor. Accepted.

REVIEW AND APPROVE MINUTES: Motion to adopt February, 2016 minutes made by J. Albanese, and seconded K. Pritt. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve February, 2016 made by C. Miller, seconded by N. McCue. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K Deegan, seconded by N. McCue. All in favor. Accepted.

BUILDING AND GROUNDS: No update on Meeting room floors at this time. Betty Sue to look into mowing contract keeping price around the same dollar amount.

NOMINATIONS and ELECTIONS: May 2, 2016 is Annual Meeting/vote. The timeline for application was presented to the board from the N&E committee. Motion to approve timeline made by C. Miller, seconded by N. McCue. All in favor. Accepted.

PERSONNEL: Nothing to present at this time.

PLANNING: Follow up to distribution of Policy Manual.

BY-LAWS- Nothing new at this time

FRIENDS OF LIBRARY: Friends will pay half the fee for 20 kids for ceramics class. Library to pick up the other half. Friends will be paying for birthday cake for library and cookies for kids. Will give \$500.00 for Betty Sue Miller for the NIOGA promotion for libraries.

LOCAL HISTORY Nothing new at this time

OLD BUSINESS:

-Permanent Financing for Building and Solar—Discussion- proposal to Woods Oviatt for comp
- Update Tales - Discussion Event Friday March 11 7pm. Books will be available for sale during that time or can purchase Hardcover or paperback before the event. Light refreshments to be provided.

NEW BUSINESS: nothing at this time

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:30 Motion made by N. McCue, seconded by K. Pritt. All in favor. Accepted.

ADJOURNMENT BACK to OPEN SESSION: 21:16 Motion made by T. Wilbert seconded by N. McCue. All in favor, accepted.

ADJOURNMENT: Motion made by N. McCue, seconded by K. Pritt. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	April 12, 2016, 18:00
Regular Trustee meeting-	April 13, 2016 19:00
Hoag Annual Meeting -	May 2, 2016
NIOGA Annual Dinner	May 24, 2016 Gasport

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

February 10, 2016

CALL TO ORDER: 19:03 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, Linda Weller(Excused), Terry Wilbert, Kim Pritt , Natalie McCue (absent), Betty Sue Miller

STANDING MOMENT OF SILENCE IN MEMORY OF JOHN ANDREWS

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made T. Wilbert, seconded K. Deegan. All in favor. Accepted

FRIENDS OF THE LIBRARY: Mary Anne Braumbach wanted to thank the Board for being on board for the permanent sign in front of the library. The Friends have approximately \$7200 dollars to go towards the sign at this time. We were presented with photos of N. Tonawanda's sign which cost them in the area of \$30,000. Betty Sue Miller will be the liaison for the Sign Committee which is comprised of Mary Anne and Terri Lynn Corrigan. Kevin will be the point of contact person as he is so well versed in the building of the library. We were asked to be on the lookout for signs that we may think would be a good fit for the library. The Friends will attend a Zoning Board Meeting, to get a feel for what will be approved. The Friends gave a check to Tale for Three Counties to cover the difference of sponsorship.

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: Betty Sue Miller's report is attached.

REVIEW AND APPROVE MINUTES: Motion to adopt January 13, 2016 minutes made by J. Albanese, and seconded K. Pritt. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve January 2016 Treasurer's report with the inquiry made to look at % budget line, as it doesn't read correctly, made by T. Wilber, seconded by K. Deegan. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by C. Miller, seconded by K. Pritt. All in favor. Accepted.

BUILDING AND GROUNDS: No update on Meeting room floors at this time.

NOMINATIONS and ELECTIONS: May 2, 2016 is Annual Meeting/vote. The timeline for application, advertisement works backwards. Karie to email the committee and get things moving.

PERSONNEL: Grievance to be discussed at executive session

PLANNING: Adopt revised employee handbook manual as prepared by Woods, Oviatt with corrections noted. Brought to table from committee, no second needed. All in Favor, accepted.

BY-LAWS- Nothing new at this time

LOCAL HISTORY Nothing new at this time

OLD BUSINESS:

- Community Feedback on Charles Howard Statue—Discussion
- Permanent Financing for Building and Solar—Discussion
- Update Tales - Discussion

NEW BUSINESS: nothing at this time

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT TO EXECUTIVE SESSION: 20:47 Motion made by T. Wilbert, seconded by C. Miller All in favor. Accepted.

ADJOURNMENT BACK to OPEN SESSION: 21:02 Motion made by K. Pritt seconded by C. Miller. All in favor, accepted.

ADJOURNMENT: Motion made by J. Albanese, seconded by K. Deegan. All in favor, accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting	March 8, 2016, 18:00
Regular Trustee meeting-	March 9, 2016 19:00
Hoag Annual Meeting -	May 2, 2016
NIOGA Annual Dinner Meeting	May 24, 2016 Gasport

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary

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

January 13, 2016

CALL TO ORDER: 19:02 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Linda Weller(Excused), Terry Wilbert (excused), Kim Pritt , Natalie McCue, Betty Sue Miller

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made K. Deegan, seconded N. McCue. All in favor. Accepted

BONADIO AND CO: Spoke with regards to the Hoag Audit

PUBLIC FORUM: No one present at this time

DIRECTOR'S REPORT: Betty Sue Miller's report is attached.

REVIEW AND APPROVE MINUTES: Motion to adopt December 9,2015 minutes made by K. Pritt, and seconded N. McCue. All in favor. Accepted

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve December 2015 Treasurer's report made by C. Miller, seconded by N. McCue. All in favor. Accepted

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by K. Deegan, seconded by J. Andrews. All in favor. Accepted.

BUILDING AND GROUNDS:

Adopt 2016 Budget: Presented by the committee, no second required. Motion Accepted
Carol requests a thank you card to those involved with completion of the 2016 budget.

NOMINATIONS and ELECTIONS: Election procedures were reviewed, and will remain the same

PERSONNEL: Nothing to discuss at this time.

PLANNING: Five Year Plan presented by the committee, no second needed. Motion Accepted.

BY-LAWS- These will need to be reviewed prior to next annual meeting May 2016.

LOCAL HISTORY

FRIENDS- The Friends are looking for a type of sign structure. C. Miller made a motion that Betty Sue and Kevin to communicate to the Friends that the Trustees support their efforts towards a permanent sign. The sign needs to be aesthetically pleasing, need estimates for the cost and mock ups done, and bring back to the Board for coherence. Also, needs approval from the Village Planning Board. Motion seconded from J. Albanese. Accepted.

OLD BUSINESS: Community feedback on Charles Howard Statue- discussion
-Permanent Financing for Building and Solar- discussion- three banks are interested at this time.
Refinishing meeting room Floors, creating an action plan- discussion
Update on Tale for Three Counties- Information

The Friends donated \$250.00 towards Tales for the 2016 year. The problem is, in years past it was \$500.00. This information was sent to Mary Anne, and Catherine via several emails, and was to be up for special vote prior to Tasty Treats. This vote never took place, deadline missed without word as to donation amount. Tales went ahead and placed the Friends as Shakespeare Donors as in years past. This reflects poorly on the library, and we are the hosting library for the author engagement this year. K. Deegan to request the other \$250.00 to bring the Friends to the proper donation amount. Suggesting next year, if they wish to decrease, they need to do so before the deadline.

NEW BUSINESS: Adopt the Director's agreement: Motion made by C. Miller with the change of vacation to 3 weeks, seconded by N. McCue. Motion accepted.

PUBLIC FORUM: no one spoke at this time.

CONCERNS AROUND THE TABLE: none

ADJOURNMENT: 20:55 Motion made by N. McCue, seconded by K. Pritt All in favor. Accepted.

NEXT MEETING AND EVENTS ~

Friends Meeting February 9, 2016, 18:00

Regular Trustee meeting- February 10, 2016 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,
Secretary