

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
NOTES OF THE BOARD OF TRUSTEES  
(No Quorum)  
December 11, 2019**

CALL TO ORDER- @ 7:11pm

**ATTENDANCE**

Gloria Nauden	Excused:	Dan Conrad= arrived at 8:25
Terry Wilbert		Joyce Riley
Linda Weller		Anitrice Bennett
Kevin Doherty		Debbie BiBacco
Betty Sue Miller		

REVIEW and ADOPT AGENDA

PUBLIC FORUM OPPORTUNITY

**REVIEW AND ADOPT**

**Minutes:**

Terry pointed out a typo in the second line under item #6449 (Treasurer's report) that should be 'what,' not 'hat.'

Under director's report- Betty Sue had a company come in- *not a different company*

After Elizabeth has done a really nice job... please add that there was discussion about when the fliers should go out and growing the population of people who receive the fliers.

Update under the director's report to read "no longer using the e-readers and for the laptops, they are scanned"

Under the Building and Grounds: Terry said the committee would like the entire parking lot to be *sealed*

Third paragraph under director's report- *The* library, not they

Last line under new business can be removed- incomplete sentence

**Treasurer's Report:**

Kevin would like to make another payment down on the mortgage, over the regular payment. Terry said that there was no tax advantage to paying it this year, but only the month's interest. Linda asked if the board should look at adding an additional \$1,000 or \$2,000 each payment, to keep paying down the mortgage more quickly. This would be an item for the finance committee to meet and discuss, then make a recommendation to the board at the following meeting.

Terry asked if the overage in health insurance was due to additional employees, and Kevin said it was. Additional staff was hired and their health insurance was not fully included in last year's budget.

Terry also mentioned that the adult and children's programming were roughly 65% over budget, but that he knows they are also running with several more participants than they previously had. Betty Sue mentioned that Elizabeth and Mike have talked to her about the programs and she said wanted to see how

Gloria asked what item #4190, under Other Income, Grants, might be. Betty Sue said she will check, but she and Linda discussed that it is likely the money for the Mural. It was designated money, donated by a patron to cover the cost of the mural. Betty Sue will let Gloria know if this line item is NOT for the mural payment.

## DIRECTOR'S REPORT

Meeting room floors- all lined up for the work on these

Roof: Betty Sue called Elmer Davis about the shingle that blew off the roof, and was told it was not their responsibility. She looked over the warranty, and it is, so she will contact them again.

Building Inspection: Betty Sue contacted Jim Salmon about having the inspection done, and he gave a quote of \$3,200 to have it done. Kevin will reach out the King and King for the architect's review. Linda said to reach out to the bank also, as they will have building inspectors that they work with

Flue repair: Trane gave a quote of \$4,800 to repair the flue to keep moisture out of the soffit. Doug Bower came in to look, and he is not interested in doing the work. He made a suggestion that the correction be done differently that suggested by Trane, and gave Betty Sue the number of Curt Strickland to do the work. Linda questioned if this was work we needed to have done by a plumber, or *why* this was needed. Betty Sue also said that when she spoke with the representative from Trane, he said that the Library could have another, local person take care of this. Terry will contact Curt Strickland to see if this is something he could do/be interested in doing. Linda asked how necessary this job was, and Kevin said that there *will be* a condensation problem, though there is not one yet.

Job Core: Betty Sue has called, and they said it should fit in their schedule, but the person who actually does the scheduling has not gotten back to her yet.

Health Insurance: All employees opted to stay with MVP

Diversity Programming: The librarians are planning to have at least a program a month, that celebrates diversity in our community and the library. Elizabeth has already come up with a new logo, to be used for the continually running program and possibly be made into pins for the staff and patrons to wear.

In January, Nestor Chevalier will give a talk on Hispanic Heritage

February will be a bring your own book discussion, related to black history month

We will start advertising for this in the beginning of January with books for consideration.

We are working on a book discussion for the end of the month, one book for the group

Terry had some movie suggestions, that could be shown in addition to the book discussions:

The Hate You Give

If Beale Street Could Talk

Fences

He suggested that guided discussions follow these movies, and Kevin suggested that Meghan help with that, as she has taught two of the three in AP 11th ELA

March: The library will be hosting Sankofa, the African Dance group from SUNY Brockport. They will have the dance and drum ensemble. Betty Sue is looking into having a partnership with the school, Betty Sue and Mike have not had a lot of luck with storytellers returning their phone calls or emails.

Terry suggested to contact Betty Garcia-Mathewson, for another hispanic-american activity. Linda suggested contacting Wendy Kirby, and Joan Navarra was also given as a possible contact for the Orleans County Mexican-American dance group.

School Relations: Elissa Nesbitt has contacted Betty Sue about a book vending machine, and that Xerox will pay for it, and would the library be willing to partner with the school. Betty Sue's number one concern is that the machine should be here, because it should be for all kids, not just school-aged kids. Also, teachers can give out coins as they see fit, but at the library means that home-schooled children,

preschool-aged children, etc. Elissa is getting the information and will relay that to Betty Sue. Around the table, there was agreement that this was a good idea and a good way to start a love of life-long reading.

Celebration: Elizabeth is working on a postcard to send out and invite the public to also come. The date picked is 3/21/20, as it is closest to our birthday. the theme will be related to the 120th birthday. There was discussion from Terry and Linda about adding the postcard to the Library's mailing list. Linda said it would be easy to add as a banner to the email, and to include a link for people to automatically add to their calendars. Terry and Betty Sue talked about sending the postcards AND the emails, so that donors are personally invited and is open to the public.

Stacy is working away and happy with the progress of the mural. She and Betty Sue talked about when the mural may be done, and Betty Sue thought it would be neat to have the mural unveiling at the celebration. Linda and Kevin discussed having the lift here and that doing the windows is cheaper in the wintertime.

Stacy also was working on a project/mural with the Holley Library, and they did not get their grant, so the project will not be done. Betty Sue said that she thought about the children's library, and mentioned that she likes the 'little doorways' she has seen in the city. She would like to do something like around the children's library, outside, for when people come in the gate. Linda suggested it be a decal or something that can be moved around. Betty Sue said Stacy works on fabric, so it should not be difficult.

## REPORTS and REQUESTS from COMMITTEES

### FINANCE COMMITTEE

There is a chart showing the salary increases of 4%, for each employee. Terry said he has notes saying that the finance committee would receive a table showing the salary of each employee, with an increase of 2%, 3%, and 4%. He said the finance committee cannot make recommendations on employee raises, based on the impact on their salaries. Terry said he has been waiting for this report, and the finance committee cannot meet without the report. Betty Sue said she did not know when the finance committee was meeting, so she did not know when they wanted the report by. Linda weighed in that giving non-professional employees a guaranteed cost of living adjustment in addition to their benefits, is long-term unsustainable as a 'business' entity. Kevin said that the library is a free association, and therefore not bound by any expectations of evaluation-based raises.

Linda and Betty Sue discussed the total cost of employees, and different ways to reimburse them for their retirement. Linda also said that it was possible to give an employee a 'bonus' before the end of the year and then the percentage bump was not as large. And in the past, the adjustment has also been a flat amount across the board, which affected the lowest earning employees more than the higher earning ones.

### BUILDINGS and GROUNDS

### NOMINATIONS AND ELECTIONS

### PERSONNEL

### PLANNING

### LOCAL HISTORY

FRIENDS OF THE LIBRARY

OLD BUSINESS

NEW BUSINESS

Questions or Concerns from the Correspondence Folder

PUBLIC FORUM OPPORTUNITY

COMMENTS AND CONCERNS AROUND THE TABLE

ADJOURNMENT

@ 8:45 PM

NEXT MEETING and EVENTS

January 8th is the next meeting, at 7pm

Linda will not be there, she will be in Florida

Finance Committee MUST meet this month

Betty Sue will create 9 packages including the budget, her recommendations, and a table showing the increases at 2%, 3%, and 4%. She will send out an email saying that the pay information is available at the library for viewing.

Betty Sue will contact the lawyers to check on what pay information is allowed to be shared, especially via email. Can this information be shared on paper, with employee information included?

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
November 13<sup>th</sup> 2019**

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

CALL TO ORDER at 7:08

**ATTENDANCE**

Betty Sue Miller	Kevin Doherty	Gloria Nauden
Anitrice Bennett	Terry Wilbert	Debbie Di Bacco
Linda Weller <i>arrived at 8:32pm</i>		

Absent: Maurice Taylor

Absent: Dan Conrad

Absent: Joyce Riley

REVIEW and ADOPT AGENDA

Motion

**PUBLIC FORUM OPPORTUNITY**

None present at this time.

Correspondence folder is circulating:

Betty Sue mentioned that she placed some request cards in the folder this month and mentioned that the staff work very hard to find requested items, and then they call the patron when it is in.

**REVIEW and ADOPT**

Adjustments to the October minutes-

Gloria asked that every time the minutes reflect a question or discussion topic, the individuals name is included. The following changes need to be made to the October minutes:

Gloria's name needs to be added to the first line under the Treasurer's report- she asked the question

Gloria's name also needs to be added to the last line above Adjournment- she asked the question Under the planning committee, end the sentence about employees planning the soiree after the first word committee.

AC should be changed to HVAC

Terry moved to adopt and approve

Debbie seconded – unanimous

## Treasurer's report- line item

This is performing better than generally expected, and the debt service for this account is currently around \$6,000 a month. The board needs to think about and then plan for if, when, and how the library might lower the tax amount, unless there was something else the library would be spending the money on ( capital project etc.)

#6449- maintenance has a large increase under it, Gloria asks that when there is a large increase such as that if there could be a breakdown for what was paid. Betty Sue did point out that it is still under 75% of the budgeted amount and so is likely this is something that was budgeted for. Kevin did agree that in months when something is an outlier, such as maintenance this month, that there is a note about what was paid.

**Anitrice motioned, Terry 2nd, unanimous- moved**

## DIRECTORS REPORT

Betty Sue had a company come in to look at the floors and it was suggested that the floors should have been resurfaced every year since they were installed. She has also looked into having some new mats created for the library. These items are under her spending limit, this is to give the board a head's up that these are projects she is looking to work on.

Elizabeth has done a really nice job making a new flier for the annual fundraising drive!  
There was

Discussion about when the fliers should go out and growing the population of people who receive the fliers.

The library had the teacher open house only ten teachers attended. While Betty Sue was disappointed in this turnout, the president of the teacher's association was happy with the turnout as a starting place. He discussed with Betty Sue that he would like to see the program repeated twice more before next school year, maybe in the early spring and early summer. Since the event, two teachers have called for Elizabeth to set up support for their classroom work/assignments.

Betty Sue has asked the Planning committee to revise/update the animal policy changes, and also address the dress code at the same time. The current service animal policy has outdated language and although it was added to the policy as an amendment or attachment, it needs to be revised again to coincide with NYS laws. Terry asked if NIOGA has some guidance on how this and the dress codes could be updated, and Betty Sue said they were actually fairly vague, and are not particularly helpful in addressing the specific items that our library has faced. Terry volunteered to join the planning committee to be an extra hand. Kevin recommended that Betty Sue send out another email to the (now updated) planning committee members to at least start the conversation before the next planning committee with the several topics that the committee needs to address. Kevin also suggested that the

next time Betty Sue is at NIOGA, she could ask them to send some 'future updates' or offer some guidance to libraries since so many of these are now mandated by NYS.

Betty Sue also discussed how some things have been updated in the library, no longer using the e-readers and for the laptops, they are being scanned out to patron's library card.

Also, a shingle has blown off the roof during the recent wind. Betty Sue has pulled out the roof policy and is planning to call the customer service line, unless there is a different direction from the board. There was not, so that is how she will move forward.

## REPORTS and REQUESTS FROM COMMITTEES

### PERSONNEL COMMITTEE

Personnel met on 10/23, an organizational chart was distributed, indicating the chain of command within the library. These charts can easily be updated as needed when employees change.

The committee discussed but has not yet made a final decision regarding PTO accrual and use. Linda made the suggestion that employees may use any PTO accrued *in December only*, is usable until January 31st of the following year. Employees would still be allowed to roll over one week, as is the current policy.

**Linda made the motion, Debbie 2nd, unanimous- moved**

Employees may use any PTO accrued *in December only*, is usable until January 31st of the following year

### FINANCE COMMITTEE

They did not meet, waiting for numbers from Betty Sue and Barb for employee pay, expenses, etc. Betty Sue said she and Barb should be done with their number crunching in a day or two, but it looks like even with growth of 4%, it will still be under the 2019 projected payroll budget.

**Terry motion, Anitrice 2nd, unanimous- moved**

Reduce the employee's contribution of their health insurance to 20%, and the library pay 80%, for the 2020 fiscal year.

Debbie asked about the difference between the services, and if employees choose to switch to BCBS are they able to? Kevin discussed that once the board decides on the amount or percentage to pay, and that needs to be defined, an employee can 'shop around' through Paychecks to purchase the plan they want. Betty Sue asked if it was 80% of one plan, or 80% of either plan? Kevin explained that, currently, the board is committed to paying 80% of a particular plan and the employees can choose to buy

each of them, and the library will still pay the dollar amount of 80% of the chosen plan.

The difference between MVP and BCBS would be \$912.48 for the year, for the library per employee.

**Terry made a motion** that the library will pay 80% of the \$8,629.92, or 80% of a lower priced plan.

**Gloria 2nd, unanimous- moved**

**Terry also made a motion** that employees have a choice of plans as available through the Paychex Insurance agency.

**Anitrice 2nd, unanimous- moved**

## BUILDINGS and GROUNDS

Terry said the committee would like the entire parking lot to be sealed in the summer of 2020, work done in 2021, and then the entire repaving for 2022.

### **Motion for the committee- unanimous- moved**

Terry discussed the cost for the charging station and the cost for adding a credit card machine. The card machine is expensive and has running costs. He did speak with people from the village about their project and the cost was about \$8,000 for a station with two chargers. He plans to have a proposal for the next meeting.

The planning committee has not done a lot with the HVAC system- the committee recommends waiting until May to attempt to re-bid that contract with someone local and/or smaller to save some money. Kevin mentioned that Betty Sue does have an email from Gerster/Traine saying that small jobs could be done by a local person and they will not void the contract.

There is also a problem with a drainage/vent pipe and Gerster came out to look at it. Their proposal was \$4,800 for the fix, but did send a plan for how it needs to be fixed. Betty Sue asked that if board members have a recommendation of who to ask to do this, please email the name and contact info to her.

**Motion by the committee: recommendation to have this bid out to a local company- unanimous- moved**

Terry discussed having charging stations for phones, iPads, kindles, etc located around the building in seating areas. Motion by the committee that Betty Sue purchase these items up to \$5,000

The committee recommends that the library plan to have a building condition inspection on a regular basis, every two years or every year, depending on the costs and potential need. Kevin discussed that this is something schools are required to do each year, and while the library's inspection would not need to be as intensive, it



could be a valuable tool for planning and future projects. This could also help Betty Sue for the NIOGA wish list she comes up with each year

**Motion by the committee to look into setting up regular building inspections- unanimous- moved**

Painting projects for the future (summer). Terry recommends that the library request Job Corp come in for these painting projects. If the request is in early, it is easier to schedule them. Linda did ask about the quality of the work, and Kevin and Terry explained

**The committee recommends that Betty Sue contact Job Corp to schedule summer painting projects- unanimous- moved.**

## NOMINATIONS and ELECTIONS

Nothing at this time

## PLANNING

The planning committee did not meet

## LOCAL HISTORY

No committee at this time

## FRIENDS of THE LIBRARY

Met last night and they are planning the Tasty Treats fundraiser. Dubby's Woodfire Pizza will bring their truck to provide the food for that this year. They are looking for a little more board and library staff support for Friends' events, so we hope you can all make it.

## OLD BUSINESS

## NEW BUSINESS

Employee contribution of the health insurance- Terry said that in the past there have been different strategies: a flat rate, percentages, etc. Kevin explained how it came about that the library changed their policy of paying 80% of the individual policy, and after some changes they froze the amount paid while giving the employees the option to purchase any plan they wanted. During this freeze, employee share increased to 25%, and Kevin suggested that the board look at increasing the library share back to be 80%. Also, there was a comparison between MVP, the current employee plan, and BCBS which is a change but a little less than the MVP plan. Kevin also brought up that County employees are given a stipend when they do not participate in the employee health plan. Terry brought up, wouldn't it be wonderful if NIOGA could get a consortium for WNY libraries to purchase health insurance as a larger group and potentially save money.

Questions or comments from the Correspondence Folder  
none

PUBLIC FORUM OPPORTUNITY  
none

## CONCERNS AROUND THE TABLE

Terry- requests rough draft of the minutes still be sent out to all board members before the minutes are actually made by the secretary. There was some discussion and the recording secretary will send the notes to the secretary, Barb, and Betty Sue. Barb will send the notes out to the entire board, and Linda will send the minutes out when condensed by her.

Terry- There is an ad hoc committee for the soiree, and he would like to see and an ad hoc committee created to plan events for Black History Month. There was conversation around the table about events that were planned for last year, some successful and some not. There was also discussion about who are the right people to have on the committee, and Debbie had a recommendation for someone to come and do a program. Betty Sue described some books and a person she has been in touch with, to have discussions in the library year round on diverse topics. She would like to expand these types of programs, and is happy to do whatever the board suggests and recommends. It was recommended that the library utilize their social media and create a survey or poll community members on what they would like to see. Anitrice commented that the rolling type programs would be nice, because it could make it easier to attend and bring her son. Linda suggested a book that she saw at a conference and highly recommended the author as a speaker.

Betty Sue shared some of the upcoming speakers and authors that are coming to the library during local authors' month.

This was to reiterate her point that the library is trying to increase their diversity awareness in it's programs throughout the year. Elizabeth will be the contact person for any ideas and recommendations for black history month.

## ADJOURNMENT

Motion

Linda made a motion to adjourn

Debbie seconded at \*\*\*\*\*– unanimous

Upcoming Events

## ACTION ITEMS:

Betty Sue- as soon as payroll adjustments are completed, please send out in an email to everyone, attention finance and personnel committees.

Betty Sue will purchase non-smoking signs and bring the wording for a non-smoking campus next month

Betty Sue will bring 3 years of mowing records/costs for the board and committees to look at together.

Respectfully submitted  
Linda Weller

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
October 9, 2019**

Training with Lisa Erikson from NIOGA, 6PM until 7PM  
Regular Business Meeting Begins at 7PM

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

CALL TO ORDER at 7:45 (due to the NIOGA training at 6pm)

ATTENDANCE

Debbie Di Bacco	Gloria Nauden	Joyce Riley
Anitrice Bennett	Terry Wilbert	Linda Weller
Kevin Doherty	Betty Sue Miller	
Excused: Maurice Taylor		
Absent: Dan Conrad		

REVIEW and ADOPT AGENDA

Motion

Terry moved to adopt and approve  
Anitrice seconded – unanimous

PUBLIC FORUM OPPORTUNITY

None present at this time.

A question was asked about public attendance at prior meetings and there was some discussion about times when the meetings had higher attendance and some divisive topics and personnel.

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES

Due to some personal time taken, there is no Director's report for this month. Betty Sue is here, though, to answer any questions

Correspondence folder is circulating

REVIEW and ADOPT

-September 2019 Minutes

Motion

It was asked that the word "expectations" be changed to "descriptions" under the item that personnel committee would like to review.

Gloria moved to accept September minutes as corrected  
Joyce seconded the motion – unanimous

-June 12, 2019 minutes (catch-up from period between Corporate Secretaries)

Motion

Debbie moved to accept June minutes

Terry seconded the motion – unanimous

Gloria asked under expenses (line 6975), what the charge difference was between August and September as it was over \$900. Betty Sue said she could check specifics, but she believes it was for the carpet cleaning.

It was then asked that, in the future, line items like this be identified for the board to keep better track of expenses. There was discussion about printing the checks copies, or creating additional line items for separate accounts (such as mowing, or cleaning, or carpets, etc.

Also under line item 6990, there is also a large amount here and it was questioned what that was for. Kevin said much of that was for Leadership Orleans, the sexual harassment training, and some others.

Linda made a motion to approve

Anitrice seconded the motion – unanimous

## REPORTS and REQUESTS FROM COMMITTEES

### PERSONNEL COMMITTEE

This committee was unable to meet this past month, but should, to discuss raises and the evaluation of the Director. Gloria will take the lead on setting up this meeting and will contact people accordingly. Gloria would also like some information (from Betty Sue) on the paid substitutes for the finance committee to review.

### FINANCE COMMITTEE

Betty Sue said she sees the budget as three steps; she creates a preliminary budget, the finance committee reviews and goes over the budget and any relevant background information and contracts (and when there is agreement there), it is presented to the rest of the board for review and approval. Terry agreed with this, commenting that they would need all contracts and things to accurately review budget items.

### BUILDINGS and GROUNDS

-Authorize renewal of the annual HVAC service Agreement  
with Trane, in the amount of \$ 6,942 for the period  
through September 30, 2020; with quarterly payments as invoiced`

Motion

Terry said the Building and Grounds committee would like to make a presentation to the village for assistance/grants to purchase and put in charging stations here at the library.

Betty Sue has already contacted help for getting NYSERDA grants for this project.

It was mentioned that the Library could also be a bike repair station, now that the library is an official 'bike friendly' location.

Committee also has a concern that the lawn is getting cut too short, so they would like that contract to be re-bid (for the suggested 3 years).

There was a discussion of a WiFi access in the proposed children's garden, to keep it 'safe' after hours from people trying to come into the area just to use the WiFi.

Kevin brought up that it is time to renew the air conditioning contract, which has been more than adequate for upkeep in the past. The previous company has closed and the contract was absorbed by the corporate Trane office. This has increased the cost somewhat, but may be worth getting other quotes.

It was suggested the board ask other large Trane customers in the area, to see if we can join a group contract.

Linda made the motion to keep the current contract while Kevin looks into other options

Terry seconded unanimous

## NOMINATIONS and ELECTIONS

Nothing at this time

## PLANNING

-Gift, Acquisition, De-acession policy conversation

It was mentioned that NYS has updated their anti-smoking laws for public buildings, so the planning committee needs to be updated.

He also looked into Dan's suggestion that the library provide videos of children's stories online, and that his research has determined that an iPad tablet, or a phone as a backup, is the best recording device for this task.

Also, the annual soiree (in March) will be planned by Elizabeth, working with the planning committee.

Betty Sue also mentioned that Elizabeth has already created this year's 'Don't forget about the Library' end of year donation letter.

A discussion was had about when the best time to send this time of request via mail and email, and Linda was able to share information based on analytics her company has previously done.

It was asked that this soiree be planned by employees and an ad hoc committee.

It was also suggested that the invitation list be widened to include more community members, school board members, etc.

Gloria made a motion to create an ad hoc committee to help staff plan this soiree in March

Linda seconded – unanimous

Linda, Debbie, and Terry will be on the committee.

## FRIENDS of THE LIBRARY

They did not meet this month

## OLD BUSINESS

-Replacement Copiers

Installed today, some issues with the coin changer and scanning to email, Betty Sue expects it to be resolved shortly.

-Charging Station project on hold pending Village of Albion's

Project- Refer to the building and grounds notes, under committees.

## NEW BUSINESS

-Authorize first installment payment to Stacey Kirby Steward in the amount of \$ 3,600 on total project of \$ 7,200

Kevin mentioned that a rental of a lift for cleaning/ repair of the upper windows and clerestory windows will coincide with the installation of the mural

A patron/donor will cover the cost of the mural

Linda made a motion to authorize Kevin to pay Stacy Kirby the first installment  
Anitrice seconded – unanimous

Questions or comments from the Correspondence Folder  
none

PUBLIC FORUM OPPORTUNITY  
none

## CONCERNS AROUND THE TABLE

There was a reminder that Black History Month is coming up, and there was a discussion last year that there would be an ad hoc committee created to work with staff to plan these activities.

It was mentioned that in the future, if the director is out unexpectedly, that the board be notified.

It was also mentioned that the current policy states that when the Director is out, that the Assistant to the Director is in charge. At the time the policy was written there were not any other Master level librarians on staff, so the policy handbook should be updated.

Gloria asked about an item on the June minutes and the status of the checkout system

## ADJOURNMENT

Motion

Debbie made a motion to adjourn  
Linda seconded at 9:09pm – unanimous

## Upcoming Events

October 17	Orleans County Chamber of Commerce Dinner
November	Town of Albion Polling Place for General Election
November 12	Friends of the Library
November 13	Regular Trustee Meeting

## ACTION ITEMS:

Betty Sue will look up the details for line items 6975, and 6990, and send them to the board

Gloria will contact members of the finance committee and set up a meeting for them.

Kevin will look into other HVAC contracts, to see if the library should stay with Trane.

Kevin (through Meghan) will check into opening the macbook in the office (owned by the Library)

Betty Sue will select staff to plan the March soiree, with the ad hoc committee created today.  
Betty Sue and Linda will look into the current book checkout system and potential replacements  
(from June minutes)  
Kevin will call Engleson and Associates, for possible endowment fund management

Respectfully submitted

Linda Weller



**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
September 11, 2019 7:00 PM**

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

**CALL TO ORDER**

At 7:04pm

**ATTENDANCE**

Joyce Riley	Gloria Nauden	Betty Sue Miller
Debbie DiBacco	Linda Weller	Kevin Doherty
Terry Wilbert		

*Excused-* Anitrice Bennett      *Excused:* Dan Conrad      ***Absent-*** Maurice Taylor

**REVIEW and ADOPT AGENDA**

Motion

Gloria made a motion to approve with the additions Kevin voiced for new business  
Linda seconded- unanimous

**PUBLIC FORUM OPPORTUNITY**

Mary Anne Braunbach, who is chair of the Friends of the Library, came to introduce herself to the new members on the board. She talked about the history of the Friends of the Library and their relationship with the Trustees. She read an excerpt from the Trustee Handbook related to the role of the Friends' and how they work for and with the Trustees, but ultimately the Library itself.

Mary Anne also discussed the Friends' bookstore (a non-profit organization) and how the money they raise always returns to the library. Mary Anne is also a NIOGA trustee and can share information between the groups for the library's trustees.

There is an upcoming convention in Saratoga Springs, of which Betty Sue will forward information to the trustees.

She also shared how she and the Friends' were instrumental in getting the electronic sign purchased and installed out front.

The friends have funds available left over from the sign, and Mary Anne had a suggestion from the friends' that the children's library should be spruced up to make it more exciting and inviting for children. Mary Anne feels that no matter what details and decals are placed on the floor directing children there, it needs something more enticing. She has shared her idea with Theresa, who has some color pictures of ideas and examples from other libraries.

The Friends' are always looking for volunteers at their bookstore. Mary Anne stated that Friends' have targeted Special Needs people to volunteer, and they come with a caretaker. Their goal is to

make people love the library, so they are trained to use the book sale not only to make money, but to also make people love books.

A question was asked there were other ideas, if a new entrance façade does not use the full amount of money the Friends' has to spend. Mary Anne replied that she would like to tackle adult programs, and work on plans to make those programs more successful in terms of attendance. It is worth the money on those types of programs because they are still important to the community.

A suggestion was made that there be a separate door for the children's library, to be a more exciting and fun entrance, and potentially be the main children's entrance. Betty Sue discussed potential and possible changes to the children's garden and 'wish list' type items regarding this type of entrance and more usable garden space.

#### QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES:

Mural - Betty Sue has discussed showing the three options of the mural to the public- giving people the opportunity to vote on the final option. There was discussion between the difference in asking the community to 'vote' or to 'make comments' on the three options.

The board decided that there will be a separate vote for children in the children's library, potentially using beads at checkout time. Adults will vote at checkout, when they are already interacting with a staff member.

Betty Sue and the other librarians will come up with the process on how the public can vote. Kevin suggested a time limit of 10 days, to include two weekends. This will be posted on the website, social media, and the Orleans Hub to encourage as many community members as possible.

Betty Sue discussed the open house they are planning for local teachers in conjunction with the Albion Teachers' Association, and a time period from 3 to 6pm. To allow teachers to come directly from school, or they have time to run home and come back to the open house. The library is very excited for the opportunity to work more closely with local teachers and be a resource for them and their students. Betty Sue should hear from teachers' association after September 20th with further details or interest from the group.

The Library has a power point presentation ready for the freshman orientation of the library.

Betty Sue asked that the building and grounds committee meet to discuss future items, including the paving and/or sealing of the parking lot.

Another task for the building and grounds committee, is to discuss the installation of a fence near the air conditioner out back, as to secure the area and not have any public access to the AC unit for safety. Currently it is enclosed on three sides, so only a small portion would need to be of chain link fence with a gate.

Betty Sue will renew the contract with Ricoh for the next 5 years. This will be a 5 year managed print service with no price increase for 5 years. The current copiers are leased and upon renewal of the contract new copiers will be provided.

Betty Sue mentioned to the board that the snow plowing contract will be renewed with our previous contractor Tim Newton. The Library has been happy with the service and how quickly the response was for any issues that came up. The bid process will be repeated approximately every 3 years.

The board was informed that we received a check from Steve Hawley's office in the amount of \$1,000. The board members in attendance signed a thank you card to send to Steve Hawley's office.

A discussion was had about what personal (phone, address, email) information the board would like included for NIOGA, and for the library. Betty Sue polled each member present and made a list of what they wanted (or did not want) included. Linda mentioned a board training that she attended and that the mailing address for board members should be that of the library.

Betty Sue would like the committee to meet and address policy around personal hygiene concerning and other issues which might impact the health of staff or other patrons. The staff would like guidelines in these situations

The Policy regarding the no smoking needs to be updated to match the updated NYS laws.

Betty Sue mentioned that the library was solicited by the Albion PTA to advertise, as much as the library may like to do so, that is not an acceptable use of taxpayer dollars. The board was in agreement on the issue.

Correspondence folder is circulating

## REVIEW and ADOPT

August 14, 2019 Minutes

Motion

It was noted that Terry Wilbert should have been marked as excused from the August meeting, and that Linda Weller should sign the submitted minutes in the future.

Gloria made a motion to accept the August minutes  
Joyce seconded - unanimous yea vote

August 2019 Treasurer's Report

Motion

Linda made a motion to accept  
Debbie seconded - unanimous yea vote

## REPORTS and REQUESTS FROM COMMITTEES

### PERSONNEL

Nothing to report

### FINANCE

- Assumption that we will not increase operating budget over 2019
- Suggestion for 3 & 1/2% total personnel cost increase for 2020



Copier Contract at end of lease

Discussed during the Director's Updates

OCALS Annual Meeting

Kevin attended this event and gave a synopsis to the board of the topics discussed

Woods, Oviatt Labor Law update

Will need attorney review of personnel policies in 2020 due to changes in NYS laws  
All employers in NYS must attend sexual harassment trainings. It was pointed out that Debbie DiBacco's firm does such trainings in an online format, this will be followed up on

A Discussion was had regarding the endowment, which is not making any money and even cost the library money last year for the upkeep. Two names were given to Kevin to contact and if interested, have them come to a board meeting and make a presentation to the board. The endowment can be added to through gifts donated to the library, however tax monies cannot be added to it.

After construction of the Library, many unrestricted gifts have been put directly on the principal loan, instead of on the endowment account.

It was discussed expanding the invitation list for the annual appreciation gathering, so to attract more donations that could be added to the endowment.

A suggestion was made that any smaller unrestricted gifts that are given to the library be "saved" in a side line item, and then at the end of the year be added to the endowment, to help the future stewards of the library and maintain and grow the endowment.

Questions or comments from the Correspondence Folder

None

PUBLIC FORUM OPPORTUNITY

None

CONCERNS AROUND THE TABLE

Gloria asked about the donating furniture to the Barker Library, that was in the August meeting. Currently the Barker Library is not yet ready for furniture donations.

Terry mentioned that fellow trustee Anitric needs a copy of the minutes where she was elected, to take to the bank so she can fulfill her role as treasurer.

Gloria asked if it would be possible for the trustees to be given name tags indicating that they are board members, for when they are at library events? Betty Sue will do that out of the marketing budget.

ADJOURNMENT

Motion

Debbie made the motion to adjourn at 9:40pm  
Linda seconded- unanimous yea vote

#### Upcoming Events

October 8	Friends of the Library
October 10	Regular Trustee Meeting
October 17	Orleans County Chamber of Commerce Awards Dinner at The White Birch

#### To Do:

Betty Sue will contact the comptroller's office to let them know about the 2% tax cap resolution.

Betty Sue will forward the NYLA convention email to all board members.

Kevin needs to send a letter (or the minutes in which she was elected) with the official library seal to Anitrice and the bank so they recognize her as the new treasurer.

Betty Sue will connect with Debbie to learn about online harassment training.

Betty Sue will research having badges/name tags made for the trustees.

Kevin will reach out to the lawyers about the wording for a hygiene policy to assist the personnel Committee

Respectfully submitted:  
Linda Weller

## Director's Report 9/11/2019

### Mural

- I have attached the new sketches Stacey Kirby has provided for the mural to this email
- Estimated cost for the project is \$7,200
- It has been suggested that we post pictures and let the public vote for their favorite and limit voting to one week and put it on social media as well
- Stacey and I will work together to complete the Go Art Grant application

### Summer Reading

- I have attached Teresa's 3-month board report which focused on the summer reading program
- The other part of her report focuses on the "Birth to -5" program which is underwritten by an anonymous patron

### Buildings and Grounds

- Because we have had children playing around the property when no one is here and on camera have seen them around the condenser I have asked Ron to get some prices on a gate to enclose the unit.
- It has been recommended that the gate be chain link as opposed to wood so the camera can pick up any activity
- We have had numerous comments on how good the grounds look, especially the shrubbery and flowers around the benches
- I will be contacting Jim Preston about replacing the items that didn't survive the summer, though there are not many

### Copier contracts

- Our copier contract with Ricoh has reached its termination
- We reached out for a new quote from Ricoh and a comparison from Xerox
- I will be providing a chart for you to see the comparisons. The prices are for leasing as well as buying

- Approval this evening will allow me to accept one of the proposals tomorrow as the amount exceeds my limit
- We have owned a Toshiba copier since the days of Swan which has been in the Local History Room
- Never having seen a contract I was unaware that we have been paying \$200+ dollars each year for a maintenance contract
- At no charge, we had a technician come today to clean the copier. We will drop the maintenance contract and use it until it dies as it owes us nothing and will no longer cost us anything

#### Notary

- At this time the only person on staff who is a notary is Mike Manguson
- Elizabeth will be going for training at GCC so we will have a notary on staff most hours we are open
- Teresa is next. The goal is to have a librarian (and a notary) on site at all times

#### Leadership Orleans

- Elizabeth has been in the Leadership Orleans Program for 9 months' now
- It has led to increased knowledge about our county which has led to forming new relationships with other agencies and other places to spread information about what we have to offer
- Teresa participated in this program while employed in Dayton and thought it was very valuable
- She will be our next attendee starting in January

#### School Relations

- I am planning an open house for the Albion Central School District staff
- Chris Keller, president of the ATA will present the idea at the first teachers association meeting on 9/26



- The plan will be to let the teachers choose the date and hold the open house from 3-6
- We would provide snacks and handouts and have stations set up with information about various services we do offer and listen
- Chris and the teacher's I have spoken to are very excited about this

Committees I need input from

- Personnel -How to handle the number of staff members requesting time off in December as they have to use up their accumulated time. At this time employee are only allowed to roll over one week.
- Buildings and grounds-does the remainder of the driveway/parking lot need to be resurfaced or will sealing all be enough?
- Planning-Acquisition and de-accession policies needed

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
August 14, 2019**

CALL TO ORDER:  
at 7:02pm

ATTENDANCE:

The board welcomed Joyce Riley as the new representative of the new President of the Albion Central Board of Education

Joyce Riley  
Debbie DiBacco  
Dan Conrad

Gloria Nauden  
Linda Weller  
Kevin Doherty

Betty Sue Miller  
Anitrice Bennett (7:05)  
Maurice Taylor (7:36)

Excused: Terry Wilbert

REVIEW and ADOPT AGENDA:

Linda moved to adopt with the treasurer's report added under review and adopt section,  
Dan 2nd- unanimous

PUBLIC FORUM OPPORTUNITY:

Stacy Kirby presented to the board her concept ideas for the east facing wall in the Curtis Room. Images of the concept were passed around to the board, Stacy also displayed them on her computer to the board.

A discussion was had to have the mural painted on panels and attached to wall, so if there need to be repairs done it can be removed.  
Betty Sue will look into a Go-Art grant to help cover the cost of the proposed project.

ELECTION OF A CORPORATE SECRETARY:

Linda Weller offered to serve as secretary  
Dan nominated that Linda be the secretary, Gloria 2<sup>nd</sup> – unanimous yea vote  
Linda nominated Joyce as the assistant secretary, Anitrice 2nd- unanimous yea vote

QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES:

A question was asked about the status of the flag; the flag was brought out by Mr. Doherty for the board to view.

There is interest from other groups about borrowing the flag.

Betty Sue has reached out the Cobblestone Museum and Niagara Falls museum so that the board can adopt a policy on loaning of items in the collection.

A background was given to the new members of board on the discussions previously help regarding the flag.

A policy needs to be set for future donations and one for items currently in possession.

It was asked about the EV charging station that was donated to the Hoag.

A concern was about the cost of the electric that would be incurred by the Hoag, and if there was a way to charge those using the EV station.

It was mentioned that the donated EV is not currently set up for charging.

Kevin stated that a retro fit kit could be added to the EV station.

A concern was brought up that if the EV was set up to take payments, there are security concerns that would have to be addressed with collection of credit card data. A discussion was held about having the EV station free to users having a Hoag Library card.

It was mentioned that it shouldn't cost the library a large amount of money.

Kevin reiterated the previous discussions that the board has had regarding the EV station.

Community member Justin Kirby mentioned where the closest chargers were in surrounding towns, and that the EV unit that the library was given would take a long time to charge a vehicle.

It was suggested that the library give the EV unit to the village and allow them to take the responsibility for it.

It was said that there are grants available for EV units, and if the library was serious about installing one, we should look into available grants.

It was mentioned that if we are serious, we should get a faster model EV station and be serious about forward thinking.

Betty Sue mentioned Trustee Training and asked if members were still wanting to do training.

It was suggested that Betty Sue try and set up training at 6pm before a scheduled board meeting.

Board members approved of Betty Sue setting up a training before the scheduled September or October board meeting.

Betty Sue talked about what has been displayed on the sign, library events and community events that the library has been involved in (Strawberry Festival, Rock the Park, also back to school dates, with add a new library card to your back to school list)

Betty Sue mentioned that the library may be added as a weekend tourism location in Orleans County.

Some minor improvements may be needed – new or better bike rack – may be needed to fulfill requirement for this designation. The board will be updated if any new information comes in.

#### CORRESPONDENCE FOLDER IS CIRCULATING:

Several comments and requests were made, Betty Sue mentioned that if a request is made for a book, that after she orders it, she marks the comment card as such.

#### REVIEW and ADOPT:

A motion to accept notes from the July 10<sup>th</sup> meeting (no minutes, due to loss of Secretary)  
Linda moved to accept the notes, 2<sup>nd</sup> by Debbie – unanimous yea vote

#### TREASURES REPORT:

Kevin stated the mortgage payable amount is significantly down from last year, due to advance payments.

Anitrice moved to accept the treasurer's report, Dan 2nd- unanimous yea vote

#### REPORTS and REQUESTS FROM COMMITTEES:

None at this time.

#### PERSONNEL COMMITTEE:

Maurice will join this committee

Action Item -We need to think about Cost of Living amount for 2020 budget planning

#### FINANCE COMMITTEE:

No plans currently to increase operating budget over 2019  
Action Item: Resolution on 2% tax cap due by October meeting

#### BUILDINGS and GROUNDS COMMITTEE:

Joyce will join this committee

#### NOMINATIONS and ELECTIONS:

No action needed at this time

#### PLANNING COMMITTEE:

Joyce will join this committee

#### FRIENDS of THE LIBRARY:

Betty Sue said she regularly goes, and it was explained this is really a liaison position.

Joyce said she could fill that role if needed

#### OLD BUSINESS:

EV charging station no change –

Still have not received provenance of EV station – please see directors report

Additional Video Equipment:

Installed new cameras, three additional cameras needed

Perceptible Impact of Digital Sign:

Positive, with clear messages and concise information

Potential Fund Manager for Hoag portfolio:

Linda gave Kevin some contacts for the account

## NEW BUSINESS:

Acquisition (and De-accession) Policy conversation-

There needs to be a set decision, and Kevin suggested the planning committee come up with preliminary outline for this and present it to the board

Summer Reading Program Pre-Closing Anecdotal Review

The anecdotal comments are that it was a great success! Tomorrow is the closing program with food, games, live music, and lots of fun for kids. Any extra hands would be welcome, kids seemed to have lots of fun this year!

Visit from Barker Library Director and Trustees-

Hoag Library offered our surplus furniture/ books to get them started over  
This will need board approval

Insurance Review with our new representative last Friday-

The previous agent's company was bought out; new agent is from Tompkins Insurance. The previous agenda item made Kevin and Betty Sue check that there was adequate coverage for the entire building and the items in our collection, to the best of the board's ability. Most of the insurance falls under Philadelphia except for Directors and Officers liability insurance is covered by Travelers.

## PUBLIC FORUM OPPORTUNITY:

None

## CONCERNS AROUND THE TABLE

Betty Sue asked that all board members check out the Migrant Art Installation. She also shared information about the turnout for the opening.

Dan mentioned that the Rock the Park committee was very impressed with Theresa and her activities.

Gloria was at the Go Art meeting today and they were very impressed with the library and its programs. She said that they are planning to reach out and try to partner with the library for future programs.

Linda mentioned that she stated what the Hoag Library had to offer to the community at the previous school board meeting

ADJOURNMENT:

Dan motioned to adjourn @ 9:25, Maurice 2nd- unanimous yea vote

UPCOMING EVENTS:

August 15 Closing Day for Summer Reading Program

September 10 Friends of the Library

September 11 Regular Trustee Meeting

For next meeting:

What personal information is shared when the board member's info is shared online?

Joyce- as the school board liaison, she will reach out to the board and invite them on a tour of the library.

Respectfully submitted,

X

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Linda Weller

Linda Weller, Board of Trustees,  
Secretary

# Board Report for August 14, 2019

## Employees

- Teresa and Elizabeth manned a booth at rock the Park.
- Teresa and Nicole provided activities for National Night Out.
- Good reception for each
- Alisha Stanton has taken a full time position with ARC at one of the group homes. We will be keeping her on as a sub when she is available.

## Programming

- Mike arranged and Art Show on Farm workers with light snacks from Mariachi.
- 25 attendees.
- It is still on display through September 7<sup>th</sup>.
- Was up for the WNY coalition of Farm Workers Serving Agencies and was well received by about 100 people.
- Summer reading has continued to go well and will wrap up on Thursday 8/15 with a full report next month. As in the past the strength of the program is in having local people donate time and talent to providing programs.
- We cut back on programming during fair week as that has traditionally been a very slow time here. We did provide two story hours at the fair that were well received.

## Security

- We have finally gotten the three new cameras and the new DVR for our security system.
- This gives us more coverage on the front of the building and an additional camera in children's.

## Sign

- We have advertised some community events, especially if we are involved (i.e. rock the Park, National Night Out, Strawberry Festival).

- The feedback in terms of appreciation has been terrific.
- We will be adding opening day of school.
- We will not be adding events for individual organizations unless we are directly involved.

#### Mural etc.

- Stacy Kirby will be attending the meeting to present her sketches for a mural on the west wall of the Curtis Room
- The friends are interested in a project to enhance the entrance to the children's library. Details will follow.

#### Trustee Training

- Do you want me to try to schedule this again?

#### Miscellaneous

- I am meeting with Ryan Duffy at HLOM in Batavia to talk about the flag.
- I have emailed the electric car charging donator and am waiting for a response.
- The New York State Conservation Presentation Grant portal is now open and grants will be accepted through November 8<sup>th</sup>.
- I will be applying to start getting the Albion Advertisers digitized and online.



**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
NOTES OF THE BOARD OF TRUSTEES  
(No Quorum)  
July 10, 2019**

***What will we do tonight to make this Organization an even better asset for our Community?***

Tonight we will begin with an in-service about Free Association Libraries in New York State and the recent history of the Hoag Library in regard to that status

CALL TO ORDER- at 7:50, after the tour.

**ATTENDANCE**

Debbie DiBiacio Linda Weller

Dan Conrad

Kevin Doherty

Gloria Nauden

Betty Sue Miller- Library Director

Excused: Terry Wilbert,

Anitrice Bennett

Nicole Bellnier

Absent: Maurice Taylor

The regular business meeting will begin at the time certain 7PM- The meeting-time began, officially, after a tour of the heating/cooling/solar systems, back offices and staff areas of the library.

Appointment by the Chair of a Temporary Recording Secretary  
-Meghan Coyle

**REVIEW and ADOPT AGENDA**

Motion

Motion by Gloria, with an amendment to add the treasurer's report under review and adopt.  
2nd by Linda Weller

**PUBLIC FORUM OPPORTUNITY**

**QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES**

Correspondence folder is circulating

**REVIEW and ADOPT**

-Minutes of the June 12 Trustee Meeting

Motion

Have the notes from last meeting, will discuss with Nicole and resend for review next month

-Treasurer's report

Kevin drew attention to the numbers, printed before the last large payment. Also, please compare the balance and interest of a year ago to today.

Betty Sue pointed out to the board the line item for donations in the Profit and Loss Budget, pursuant to last meeting's discussion about having a report about donations. Batty Sue is uncomfortable listing donation amounts and names of donors in a report that will be publicized. She also noted that board members can always come in and ask Barb to show them the spreadsheet for this line item.

Under item 6200- Insurance- Compensation: the % of budget is at 272.9, related to the payroll switch from Paychex to ADP. The problem was found and the library has gone back to using ADP, and has a discount for returning.

Betty Sue would also like to point out that the budget for Adult Programs was set before Mike was hired, to do additional adult programs.

Betty Sue has also asked that a new line item for the Leadership Orleans program, separate and in addition to the current line item for conferences and professional dues.

The discussion of mileage, and where mileage should be paid from for each program, came up. Kevin noted that some grant programs should have their mileage paid from the grant/program itself, and so conference mileage should be included in the mileage line item.

Gloria asked about mileage for board members who attend trainings, and also about how to sign up for webinars. Kevin and Betty Sue

Dan motioned to approve, Linda 2nd

## REPORTS and REQUESTS FROM COMMITTEES

No reports at this time-

PERSONNEL

FINANCE

BUILDINGS and GROUNDS

NOMINATIONS and ELECTIONS

PLANNING

FRIENDS of THE LIBRARY

The big book sale this year is the 20th! Betty Sue asked board members to 'Like' the Library's Facebook page and the Friends facebook page, as well as the Orleans Hub page. This way they can see and share what is posted, as well as see comments from community members.

Also, the Friends are having the Bread Man come in August

## COMMITTEE ASSIGNMENTS FOR 2019-2020

### OLD BUSINESS

-Update on new flagpole

Betty Sue discussed the solar-powered light, and the flag-raising ceremony with a group of veterans and some students on Monday, 7/15 at 10:30am.

-Electric Car Charging Station; no change

Brian did send Betty Sue an email with the name of the former owner of the charging station. She will reach out to this individual to confirm the provenance so it can be

-Civil War Colored Regiment Flag status

### NEW BUSINESS

-We are pleased to report receipt of another \$ 100,000 check from Mo and Courtney Hoag for "early debt reduction," which will be used in its entirety on mortgage principal

There was a problem with the check that was sent, thoughtful as it was, and could not be deposited. Some emails back and forth, and the problem was fixed by Mo's financiers and

#### Questions or comments from the Correspondence Folder

Betty Sue shared four comment cards with requests for authors or books, that she has addressed this month. She gives the completed cards to the front desk, and they will contact the patrons to let them know the materials have been purchased and when they are available.

Debbie asked how the library shares books on kindles or tablets and Betty Sue shared the two services the library uses; Hoopla and Libby (formerly Overdrive), and audiobooks through the Kindle app. Mike has a set time on weekday mornings to work on these kinds of questions, but will also set up appointments with people on weekends as needed. He's very good with this.

Dee sent Betty Sue an email, sharing the types of requests she gets about the local history collection and the places (all around the country) these requests come from.- Kevin questioned how this type of info is being tracked, in the eventuality that some day, someone else will need to be trained to do this (when Dee retires). Kevin also asked about possible preservation efforts for some of the items that are being reviewed and organized by Dee.

Currently, there are lists in each of the acid-free boxes, stating what was in the box. This needs to be compiled into a larger/digital document, so people can

#### PUBLIC FORUM OPPORTUNITY

#### CONCERNS AROUND THE TABLE

Dan- Asked about selling BBQ tickets for the Moody/Weis tickets. As long as it is a community member (in charge of their own money), it would be fine for that to happen. It (selling tickets) would be the same day as the Friends book sale.

Also Dan- asked about starting up the childrens' fishing club/classes to be co-sponsored by the Library. More details to be worked out, but sounds like a good plan.

#### ADJOURNMENT

Motion

Linda moved @ 8:44, Debbie 2nd

Upcoming Events

August 14      7 PM Regular Trustee Meeting

**Betty Sue-** Check with the children's library about fishing books that would coincide with the fishing program

**Betty Sue and Kevin-** review process for staff accruing and not using/unable to use personal and vacation time in December. Check with the lawyers to see how this could be changed and worded to carryover into the new year for a specific amount of time.

**Nicole-** add Debbie to the Personnel Committee from last month's notes/minutes

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
June 12, 2019 7:00 PM**

*What will we do tonight to make this Organization an even better asset for our Community?*

**CALL TO ORDER**

@ 7:05PM on 6/12/19

**ATTENDANCE**

Kevin Doherty	Gloria Nauden	Dan Conrad	Debbie DiBacco
Linda Weller	Nicole Bellnier	Anitrice Bennett	Terry Wilbert
Betty Sue Miller- Director			

Appointment by the Chair of a Temporary Recording Secretary  
-Meghan Coyle

**REVIEW and ADOPT AGENDA**

Motion

Gloria moves to adopt and Nicole 2nds

**PUBLIC FORUM OPPORTUNITY**

Community member (Brian) here to discuss the electric vehicle charger- asked the board if they had any questions. He said the value as a new station would be around \$3,000 and if the business donating could place a 'Donated by...' sign, it would be free to the library as a tax write off to the business owner. It was simply sitting in the business's garage, and the community member simply asked if he could have it for the library.

Another community member (Abraham Rosmen) indicated that there are multiple grades and classes of charging stations, and the length of time to charge is different based on class. As the board indicated the current option is a free one, but they do plan to add more in the future. Mr. Rosmen asked that the board please keep in mind that they should buy the higher class, to be prepared for the coming demand/influx

**QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES**

In the parade, the Library float tied with Gotta Dance (Miss Amy's) for best dance routine.

Bibliotheca is the program that allows self-checkout and the anti-theft system. They want to charge a \$9,000 fee for a patch to continue working, and it would only work for a little while longer. Also, the price goes up June 28th. Betty Sue contacted another company (TechLogic) (Linda is looking into Envisionware) to see if they could come up with a better system.

The Microsoft cutoff date isn't until 1/14/20, so the 6/28/19 deadline is just for the Bibliotheca patch/cost change. Betty Sue and Linda are going to put together proposals from TechLogic and Envisionware to replace the system currently in place. Betty Sue will plan to have these ready to review/present for the next meeting

Board training will be July 10th, and Lisa Erickson from NIOGA will be here for the training. Betty Sue asked the room for how they would like to go about the training, and the group decided that they would meet for training at 6pm (for an hour), and an abbreviated meeting to follow.

The paving has started, but was not able to be finished before the strawberry festival due to the rain. Finnefrock has promised that as soon as there are two dry days in a row, they will be back to complete.

## **REVIEW and ADOPT**

-Minutes of the Reorganizational Meeting

Motion

-Minutes of the May 8, 2019 Meeting

Nicole Moved, Debbie 2nd- unanimous

-Treasurer's Report, May 2019

**\*\*Back to the Treasurer's Report\*\***Moved to accept by Linda and 2nd by Dan- unanimous

## **REPORTS and REQUESTS FROM COMMITTEES**

Kevin would like some input from people (Gloria was the only person who emailed him after the last meeting)- he's not going to assign people to committees if they are not going to show. Linda said that for her, having a scheduled meeting (every month) it is easier to work around a set date (in the future). Anitrice agreed, if meetings are the 2nd Wednesday and committee meetings are the 4th Wednesday, then she can simply plan for that in scheduling.

Nicole and Dan said that a meeting before the board meeting would work for them, keeping their evenings more open. Terry said that a half hour before the board meeting does not seem enough, especially if it means it has to end for the board meeting to start.

Betty Sue suggested that not all the meetings need to meet regularly/every month, then have them be every-other month before the board meetings. Some, even a half hour, is better than the nothing that is happening currently.

PERSONNEL- Dan, Nicole, Gloria

FINANCE- Terry, Anitrice, Linda

BUILDINGS and GROUNDS- Terry, Linda, Anitrice

NOMINATIONS and ELECTIONS

PLANNING- Gloria, Linda, Anitrice

FRIENDS of THE LIBRARY- Nicole

COMMITTEE ASSIGNMENTS FOR 2019-2020

## **OLD BUSINESS**

-Update on new flagpole

Should be installed by the end of the month, very soon. Betty Sue needs the invoice to complete her paperwork before the end of the month

-Electric Car Charging Station;

Pursuant to Brian's conversation during the public forum, Betty Sue can move forward with the paperwork for the install of this

-Civil War Colored Regiment Flag status

Terry said that he wants to make sure that more items in the room (this flag was in) are being catalogued and researched. Betty Sue would like to board to set a policy for future items, found or donated, to match the library's mission.

The board also needs to decide what the policy is for the flag, to loan it out or show it in the future, based in its value and condition.

Betty Sue is going to look into the cost of complete restoration, and valuation of the flag. She will present this information to the board when compiled.

Kevin had one other account to discuss, endowment managed by Morgan Stanley Smith Barney. It is not doing particularly well, and we should think about doing something with it.

## **NEW BUSINESS**

-Pledge to the Flag conversation

Questions or comments from the Correspondence Folder

Hoag Library Trustee Agenda

## **PUBLIC FORUM OPPORTUNITY**

### **CONCERNS AROUND THE TABLE**

Betty Sue- has an email from WNYLRC that she will scan in and email to people- if you are interested in any of it, please send her an email ASAP

Linda- the board member contact sheet has home addresses on it, and the NIOGA training said it should be the library address. This will be fixed

Terry- he and Dan would like to request the Albion Summer Festival be advertised on the big Library sign out front- Yes, because it is a partnership

Dan- Special recognition for Dee for all her work. Should be sent to the personnel committee

Gloria- Theresa's report said she would be at the Fair 2 nights, but the calendar says 5 nights

Nicole- She updated her address on the trustee list

## **ADJOURNMENT**

Motion

Debbie moved @ 9:04, Linda 2nd- unanimous

Respectfully submitted,

Nicole Bellnier, Secretary

Upcoming Events

July 10      **6 PM (Please note time change)**

Trustee Training with Lisa Erickson from NIOGA;

Followed by regular Trustee

# Board Report June 12, 2019

## Security

- New cameras have been installed by Szulgit Electric. This increases our camera coverage outside by three, (two new and one replaced.)
- One exterior camera was added at the north east corner aimed toward the new sign.
- A second exterior camera was added to the south east corner aimed at the building front entrance.
- A new camera was added to the children's room to eliminate a blind spot by the door to the garden.
- The north west corner camera was replaced and re aimed to pick up the west side of the building and the children's garden.
- Final configuration will take place next week.

## Strawberry festival

- Look for us in the parade again this year. Black tee shirts, fancy steps and balloons!!!
- We have added announcements to the sign out front relating to the festival as well as to our individual events. Let me know what you think.
- We have a display on the Erie Canal in the building that was created by WNYRLC. As well as one created last year by ACS students.

## Self-checkout

- Bibliotheca has notified me that our self-checkout kiosk will soon no longer support windows 7 as it exists on the computer used to serve it. Not sure what the end date is yet.
- 2 possibilities exist from Bibliotheca, our current provider.
- An upgrade to our existing system would cost \$1,997.00 and its estimated effectiveness is 2-3 years.
- A new desktop kiosk would cost \$9,095.00. This would provide one year of free service (Not a big deal as nothing should go wrong in the first year that isn't under warranty anyway.)
- I have reached out to Tech Logic who also provides self-checkout devices. I will provide that information as it becomes available.
- I have also asked Linda Weller if knows any company who could advise us.

## Staff

- Mike attended a workshop on adult services at Middleport. He continues to host TGIFCD and is becoming quite "crafty." The patrons really enjoy him.
- Barb, Alisha and Charlene attended a workshop on circulation at Nioga, and shared what they learned with others as soon as they returned.

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES**  
May 8, 2019

**CALL TO ORDER**

@ 7:08pm, after the picture

**ATTENDANCE:**

Anitrice Bennett	Maurice Taylor	Terry Wilbert
Dan Conrad	Kevin Doherty	Nicole Bellnier
Gloria Nauden	Betty Sue Miller- Director	

**REVIEW AND ADOPTION OF THE AGENDA**

Moved by Nicole, 2nd by Gloria

**PUBLIC FORUM OPPORTUNITY**

No Members of the public present at this time

**ELECTION OF A CORPORATE SECRETARY:**

Gloria nominated Nicole for the position of Secretary, 2nd by Dan  
Unanimous yea vote

Brief discussion was had on how to correctly document the minutes. The board and Nicole consulted the rules of minutes & will work together to make the minutes as clear as possible.

**QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES.**

Betty Sue asked again who may be going to the annual banquet, she will call again tomorrow with an approximate number. Two members this year will receive their board certification, Gloria Nauden and Linda Weller from our Board.

This year all the proceeds from the basket auction will go to the Barker Library in aid of replacing their library. The Board Decided to Donate a Lottery Tree for this year's annual banquet. Nicole offered to put together the basket, if the rest of the members bring in a few lotto tickets. Gloria reminded us the Friends usually donate a basket. Nicole will bring in the tree to Betty Sue's office, and wait for members to bring in the tickets.

Theresa, Mike, Elizabeth, and Betty Sue will all be trained on how to operate the sign by the company on Friday the 10th at 2pm. There will be a plan in place for the 'regular' message when there are not particular messages for the library, and how often the sign will be updated. Kevin mentioned that there needs to be a policy in place for what types of messages (for who and when) are put on the sign. Betty Sue mentioned that the library is now co-sponsoring several programs with groups that come in and use the library, which puts the library's logo on them. For now, only programs put on or co-sponsored by the library will be advertised on the sign. Kevin suggested that school events, baccalaureate and school musical or sports would be acceptable. The board needs to set a policy for who can advertise on the board, for programs and community events.

Preston's Landscaping has provided plans for changing the area around the new signs. The plans will be mirrored, same on both sides of the sign. The plants are also similar to some that are already around the library, so this display will match the other landscaping. The Board discussed about possible destruction of the sign if rocks surrounded the sign. Betty Sue made the commitment to contact Preston's & the Albion Police Chief for their opinion & report back to the board



Zaremba group donation - offered a \$25,000 donation to the library. Betty Sue included the letter she received.

After a lengthy discussion, it was the consensus of the board that they would not accept the donation from the Zaremba group.

Mike's activity report- he was hired originally to do adult programs, and has recently been doing several craft days (based on patron requests). He also set up the Civil War days' program we recently had, and that is more in his wheelhouse. He is working hard to learn about more crafts, and is really doing his best to keep programs up to date and continue programs patrons are asking for.

Betty Sue has not seen the Brian Kent in a while, so Kevin did a little checking on the provenance of the charging station and has not been able to get much information. Betty Sue and Kevin would like to hold off on putting this in the ground, just until they get a little more information about where the charger came from. Betty reminded us that putting in the charging station in will also automatically put in a marker on maps (Google and maps).

Betty Sue let the board know how the George Washington letter (written in 1784) went from library storage to a facebook post, the Orleans Hub, a larger paper, and Betty Sue was interviewed by Channel 2 on Tuesday morning about the letter and its provenance.

Not on the list, but Betty Sue would like the board to set a policy for the future for donations (physical items, not money). There is currently no policy for what the library will accept. There is no line item in the budget for restoration, or for the display of new items. How can she justify spending the money on restoration if there is no policy. And, how to move forward with the items we already have, and future items that may or may not be donated.

Strawberry Festival- there will be dancing in the parade again this year, as an advertisement for the library and the summer reading program. They are looking for volunteers to walk/dance/push carts in the parade.

## **REVIEW AND ADOPT**

March 2019 minutes

March 2019 Treasurer's report

April meeting notes

Nicole motions that all be approved as a group, Maurice 2nd

Unanimous yea

No committee reports at this time-

Kevin asked that people let him know tonight or via email any committee meetings board members would like to be on, or really not be on.

Kevin and Betty Sue explained to some of the new members what the role of the Friends of the Library plays for the library and why they have a spot on the board agenda at each meeting.

Gloria asked if there was/should be a Local History committee, as it's in the blue binder of information she has. Kevin discussed that some committees are required by the by-laws of the board, and others are at the discretion of the board. Betty Sue reminded the board that there is not a line item for the purchase or restoration of historical items (discussed during her report).

PERSONNEL-

Gloria would like to be on this committee

FINANCE-

BUILDINGS & GROUNDS-

NOMINATIONS-

PLANNING-

Gloria would like to be on this committee

## FRIENDS of the LIBRARY

### **OLD BUSINESS:**

-Authorize the Director's Purchasing Limits to remain:

\$3,000 for current vendor under contract

\$2,000 for vendor not a current contractor

As per the March 14, 2018 board meeting at which the Board increased the limit in which the Director may purchase without additional approval from \$1,000 to \$3,000 for Equipment, Materials, Service, or Labor from a current vendor under agreement, and \$2,000 for new materials, service, or labor from a vendor with whom the Library does not have an existing contractual relationship.

Affirm the current limits until changed- Anitrice, 2nd by Nicole

-Update on Digital Sign; flagpole in process

Will be adding a light (on the flagpole). Kevin shared some ideas

-Stacy Kirby mural in Curtis meeting room

Waiting on further information and designs from Stacy

-Electric Charging Station; no change

Discussed under the Director's report

### **NEW BUSINESS:**

-Motion to accept the bid of Finnefrock Paving, LLC in the amount of \$21,450 for the milling, repaving, and striping of that portion of the driveways east of the pedestrian crosswalk and including both Main Street entrances; plus, repair and repaving of the library's half of the south Liberty Street entrance, per the proposal of April 25th, 2019

Nicole moved, Anitrice 2nd

Unanimous yeas vote

-Motion to make an extra principal payment of the Steuben Trust mortgage in the amount of \$60,000, with the advanced knowledge that this will force the use of the Steuben Line of Credit for one or more months prior to receipt of the tax levy check from the Albion School District in October 2019.

Terry moved, Gloria 2nd-

unanimous yeas vote

### **CONCERNS AROUND THE TABLE:**

Terry would like the board to look at some of the programs the library does- Black History Month, Hispanic History Month, Indigenous People activities/month

Gloria- she went to a NIOGA meeting in March and came back with the suggestion that all Library Meetings begin with the pledge to the flag.

### **ADJOURNMENT:**

Dan moved to adjourn the meeting, 2nd by Anitrice @ 9:17

Unanimous yeas vote

Respectfully submitted,

Nicole Bellnier, Secretary

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
NOTES OF THE BOARD OF TRUSTEES  
(No Quorum)  
April 10, 2019**

CALL TO ORDER: 7:05 p.m. by President Kevin Doherty

Appointment by the Chair of a Temporary Recording Secretary - Meghan Coyle

PRESENT: Kevin Doherty, Gloria Nauden, Nicole Bellnier, Anitrice Bennett, Betty Sue Miller (Director).

Rose English (excused), Linda Weller (excused) Terry Wilbert (excused), Elissa Nesbitt (absent).

Public Forum Opportunity

Maurice Taylor – Library Trustee candidate.

**NO MEETING DUE TO LACK OF QUORUM**

Notes:

- Betty Sue distributed a Director's report to members present.
- Betty Sue said Barb wanted to know if there are any policies regarding paying bills online. Kevin suggested, this question be run by the accountant and/or the lawyer. Betty Sue is going to check with the accountant and the lawyer, to check the legality of doing this with public, bonded money.
- Friends would like to start their book sale the opening week of the summer reading program.
- Possible Narcan training for library staff.
- Betty Sue will forward an email to all board members from the Zaremba Group; Dollar General is proposing to build a new store in Gaines and give the library a \$25,000 donation, contingent upon Dollar General obtaining approvals to construct a new store in Gaines.
- Paying down on the mortgage; discuss at next board meeting.

Respectfully submitted,  
Gloria Nauden, Secretary

**NEXT MEETINGS and EVENTS**

May 6	Hoag Library Annual Meeting Polls Open at noon General Meeting starts at 7 PM Reorganizational Meeting of the Trustees follows immediately
May 7	6 PM Friends Meeting
May 8	7 PM Regular Trustee Meeting
May 14	7 PM High School LGI Budget Hearing
May 21	Noon until 8 PM Budget, School Board and Library Vote
May 22	NIOGA Annual Meeting, Quality Inn Batavia (Raffle Basket Requested)

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
March 13, 2019**

**CALL TO ORDER:** 6:35 p.m. by President Kevin Doherty

**ATTENDANCE:** Kevin Doherty, Terry Wilbert, Gloria Nauden, Anitrice Bennett, and Linda Weller.

Nicole Bellnier (excused), Rose English (excused), Elissa Nesbitt (excused).

Betty Sue Miller, Director (not present).

Meghan Coyle, Recording Secretary (present)

**REVIEW and ADOPT AGENDA**

Motion to adopt agenda made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

**RECEIVE THE ANNUAL AUDIT REPORT FOR 2018**

Presentation and explanations from Jonathan Miller (Bonadio Group-CPAs, Consultants)

**ADOPT THE ANNUAL AUDIT FOR 2018 prepared by the Bonadio Group-CPAs, Consultants**

Accept the audit; note on the Hoag Library website that a copy is available from the Director during regular business hours. Motion to accept made by T. Wilbert, seconded by L. Weller.

All in favor. Motion carried.

Motion to authorize K. Doherty to sign the form 990 to be filed by the Bonadio Group-CPAs, Consultants, 2018 auditors. Motion made by L. Weller, seconded by G. Nauden.

All in favor. Motion carried.

**PUBLIC FORUM OPPORTUNITY**

Community members present – Tom Rivers and Tom Tabor.

Tom Rivers spoke to his want for the library to keep the civil war flag, and not to sell it to a collector. He thinks the town and community miss out on multiple opportunities to collect on the heritage that is here, and our history. He feels that to sell the flag would be another missed opportunity to spread around the history we have. He suggested keeping the flag and to delay the vote.

Tom Tabor found the minimum to restore the flag would be \$8K, and that a restoration would only possibly increase the value. He said there is no way to correctly preserve or display (safely) the flag. He said the way it has previously been stored is basically the same as not having it.

**SPECIAL RESOLUTIONS** for the deaccession of a battle flag from the Civil War in the Library's possession:

-Declaration and authorization for deaccession

Whereas the Hoag Library has in its possession a Civil War era flag from the 26th Regiment US Colored Troops from New York City, and whereas there is no recorded provenance for this item; and whereas to the best of our knowledge and belief, there is no known historical connection to a

person or organization in Orleans County; and whereas an historical artifact best serves its heritage in a venue in which it can be displayed and curated by professionals; be therefore resolved, that the Trustees of the Hoag Library of the Swan Library Association declare that the flag noted is not an artifact consistent with the library's mission; and shall consider an appropriate deaccession.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

-Authorize contract with Heritage Auctions

The President is hereby authorized to sign an auction agreement with heritage Auctions of Dallas, Texas, to include the 26th US Colored Troops flag now in the possession of the Library in a spring/summer auction, at a reserve price of \$10,000, and agreeing to a 5% commission on the hammer price to be deducted by the Heritage Auctions from the final settlement.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

-Authorize crating and shipping

The Library Director is authorized to the contract to appropriate crating and insured shipment to deliver the 26th US Colored Troops flag safely to Heritage Auctions, at a cost not to exceed \$750, paid to account A, postage and freight.

Motion made by T. Wilbert, seconded by A. Bennett.

All in favor. Motion carried.

### **Adopt Election Protocol for May 6 Annual Meeting**

Update the website with the latest version of the Election Protocol, edited for 2019.

Motion made by G. Nauden to adopt the Election Protocol for 2019, seconded by, L. Weller.

All in favor. Motion carried.

### **QUESTIONS FOR THE DIRECTOR FROM PRIOR UPDATES**

G. Nauden had a question from the November 2nd report regarding a tax cap form that had not been approved for filing. Resolution at the next Board meeting.

G. Nauden questioned the labor cost on the hot water heater mentioned in the November 16<sup>th</sup> report. Instructed to contact Betty Sue.

T. Wilbert had a question about the dollar amount the library is asking the school for; dollar amount stayed the same from last year to this year.

### **REVIEW and ADOPT MINUTES**

Motion to approve the January 9, 2019 minutes made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

### **REVIEW and ADOPT TREASURER REPORT**

Motion to accept the January 2019 and February 2019 treasurer reports as submitted, made by A. Bennett, seconded by L. Weller.

All in favor. Motion carried.

### **CORRESPONDENCE FOLDER**

Request from the NIOGA Board President that the Trustees of each member Library

raise \$500 for presentation to the Barker Free Library at the NIOGA Annual Meeting, Wednesday, May 22 at the Quality Inn in Batavia. (This would be in addition to the Friends' fundraiser)

Note from a patron – You guys are doing an awesome job. Thanks for making this place warm and inviting.

Conversation about donated electric car charging station  
Kevin's question about the electric car charger is about where it came from; not ready to move forward until this information is gained.

Conversation about a mural  
Stacy Kirby is interested in painting a mural in the entrance of the building, and she thinks she can find funding from Go-Art to cover the cost. The board is generally in favor of that and Betty Sue will continue discussions about this project.

## **REPORTS and REQUESTS FROM COMMITTEES**

(Committees did not meet in the past month)

PERSONNEL – Need to schedule a meeting to discuss carrying over paid time off from one year to the next.

FINANCE – Need to schedule a meeting to discuss carrying over paid time off from one year to the next.

BUILDINGS and GROUNDS

NOMINATIONS and ELECTIONS – Need to schedule a meeting.  
PLANNING

FRIENDS of THE LIBRARY

## **RECAP – BLACK HISTORY MONTH**

- Plan now for next year's activities.
  - Activities later in the day/evening, so more working people can attend.
  - Possibility of having the Black Storytellers League of Rochester again; coordinate with the school district so the students can see this group.
  - Suggestion to partner with the AHS diversity club.
  - Contact other libraries and ask what programs they offer during Black History month.
  - Eliminate the movie night; not a popular activity.
  - Suggested that the events for next year focus a little more on lesser-known, and maybe even local African Americans from history. There is usually a focus on a group of well-known individuals, and to focus on a wider variety of famous contributions to history is important.
  - Distributed were updates from Teresa Gaylord, Elizabeth Haibach, and Mike Magnuson on various activities/programs held at the library.
- It was discussed that this is a nice thing to include in the board agenda and members would like to see it again.

## **CONCERNS AROUND THE TABLE**

-L. Weller asked if the staff has changed their timekeeping and payroll to ADP? Kevin reported yes. She also asked about the Hands for Hope Truck.

She also like to discuss at our next meeting, groups failing to show after reserving a room.

-G. Nauden mentioned that at the March 2018 meeting the Board increased the limit under which the Director may purchase Equipment, Materials, Service or Labor without additional approval; from \$1,000 to \$3,000 for current vendors under contract, and \$2,000 for vendors without an existing contract. Motion to increase limits through 2018 with a review at the end of 2018. Board need to review.

## **ADJOURNMENT**

9:13 pm – Motion made by L. Weller, seconded by A. Bennett.

All in favor. Motion carried.

Respectfully submitted,  
Gloria Nauden, Secretary

## **NEXT MEETINGS and EVENTS**

April 9                      6 PM Friends Meeting

April 10                     7 PM Trustee Meeting

May 6                        Hoag Library Annual Meeting  
                                 Polls Open at noon  
                                 General Meeting starts at 7 PM  
                                 Reorganizational Meeting of the Trustees follows immediately

May 7                        6 PM Friends Meeting

May 8                        7 PM Regular Trustee Meeting

May 14                      7 PM High School LGI Budget Hearing

May 21                      Noon until 8 PM Budget, School Board and Library Vote

May 22                      NIOGA Annual Meeting, Quality Inn Batavia (Raffle Basket Requested)

# Directors Report March 13, 2019

## Historic Flag

- 2 articles. The Hub and Batavia Daily News. An email from the Buffalo News expressing interest in writing a story. Some inaccuracies in The Hub.
- Several people have asked to view it.
- It will be brought out to display during programs in April when we will be hosting a series of events all relating to the Civil War.
- Most conversation has been positive with understanding that we do not have the funds/knowledge to conserve or security to display.

## The Sign

- I will have the “brick sample” for you to view.
- Consensus is it looks good.
- Sign is in production and construction date should be set as soon as we know it is being shipped.

## Meeting Recaps

- Linda Weller has volunteered to recap responsibilities for individuals and committees at the end of each regular meeting. This will make it easier for people to know what needs to be done before the next meeting instead of waiting to read the minutes of the meeting.
- Kevin said Jan Albanese used to do this when she was on the board and it was very helpful.

## Mural

- I have been contacted by Stacy Kirby about creating a mural for the library and I have attached her email here.
- I think this would be a terrific addition to the library.
- I have responded to Stacey and hope to hear back soon about meeting together.

Attn: Betty Sue Miller

Hello!

I was wondering if you would be interested in discussing the creation of a public mural installation for the library, in 2019? There is funding available through GoArt! each year, which, in combination with public support, provides the opportunity to really maximize the scope of public art.



If there is interest in pursuing such a project, I would love to discuss it with you! I've been painting murals for 15 years, including everything from installations right over the canal, on bridges, and a variety of other surfaces and locations. I have a lot of passion for public art, especially when books are involved, and I would LOVE to work with my hometown library to create something amazing for the community of Albion.

You can see examples of my work [here](#), on my website, as well as down the road (the recently installed Charles Howard Mural).

Thanks for your consideration!

Stacey

Employees

- I have asked Mike to prepare a recap of Black History month.
- He is working on a set of programs in April that relate to the Civil War. April was chosen as it is the month of both the beginning and the ending of the War.
- Mike has also set up a “make it and take” set of craft days for the month of March called TGIFCD and former board member Dona Scharping has been instrumental in leading several and would like to continue.
- I have asked Teresa to write up a brief description of what she has been working on.
- Plans are well under way for Summer reading. The theme this year is “A Universe of Stories.”
- We have been asked to participate at the Middle School Literacy night again this year and Teresa and I will be attending.
- I have also asked Elizabeth to give a brief recap of what she has been working on in March. She continues to expand our reach within the community and is always looking for new ways to bring attention to the library and what we do.
- Moving forward I am going to ask each of the librarians to submit a brief report each month so you can hear what is going on from those who are making it happen.

#### Advocacy

- During February we had a letter writing campaign asking our representatives in Albany to fight for restoration of funding for libraries in the state budget. The letters were forwarded to Nioga who then sent all letter from the system to Albany.
- We also created postcards for patrons to sign to encourage support and then postage was provided to send them to individuals who represent us which meant we incurred no mailing cost.

#### Teen Room

- Bill Lattin and I have discussed ways to “cozy up” the room.
- Painting one or more walls.
- Adding art work such as a mobile,

- Seeing if the school might want to provide items of student work which could be rotated.
- Adding top shelves to the cases to make them more finished and provide display area.
- Adding curtains to the windows.
- Thoughts?

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
NOTES OF THE BOARD OF TRUSTEES  
(No Quorum)  
February 13, 2019**

**CALL TO ORDER:** 7:08 p.m. by President Kevin Doherty

**ATTENDANCE:** Kevin Doherty, Gloria Nauden, Nicole Bellnier, Linda Weller, Betty Sue Miller (Director), Meghan Coyle (Recording Secretary).  
Anitrice Bennett (excused), Rose English (excused), Terry Wilbert (excused), Elissa Nesbitt (absent).  
Lisa Erickson from the NIOGA Library System cancelled tonight's Trustee training due to the weather.

**No meeting due to lack of quorum.**

**Notes:**

- Special resolution for the deaccession of a battle flag from the Civil War in the Library's possession. (*Moved until next meeting*).  
26<sup>th</sup> Colored Regiment Flag - Possibly part of the Curtis collection, according to Susie Gaylord. It is a beautiful antique flag, but it needs repair and the library is not able to correctly repair and maintain.  
A patron of the library has put staff in touch with Heritage Auctions, which would put the flag up for auction, with a reserve price of \$10,000. It would need to be shipped soon, so they have time to clean and photograph to enter in the catalogue. Betty Sue has a packet of information about these possibilities, including opinions from Matt Ballard and Bill Lattin about the library's responsibility to save, or not. Her recommendation is to sell and retain a portion of the sale proceeds for upkeep and maintenance for other items in the local history section.  
Linda and Gloria both expressed that their first thought would be to keep the flag. After looking at the condition, they realized the library does not have the money to restore or even keep/display the flag properly. Gloria and Nicole would like someone to check into the Smithsonian National Museum of African American History and Culture to see if they have any interest in displaying the flag.
- Review for adoption at the March meeting, the election protocol or the May 2019 Annual Meeting. (*Moved until next meeting*).  
Election Protocols need to be reviewed by all board members and adopted. at the March meeting, with any changes wanted. Kevin appointed Nicole to the nominating committee because she is not up for election.  
Trustee training with Lisa Erickson to be rescheduled after the May 2019 annual meeting.
- NIOGA Trustee/Director workshop rescheduled to Friday, March 29 at 9:30AM in Lockport; How to Run an Effective Board Meeting.
- Personnel & Finance committees need to meet to figure out how to update vacation/sick pay accruals and rollover.
- Patron cards (requests & complaints)
  - quilt books ordered and called patron.

- particular author, not available yet, patron called with information.
- electric car charger
  - have someone available to give a talk when installed.
- Mobile Print Service (handout) - The MobilePrint Service supports patron printing from virtually every device and any location.
- Catholic Charities, trying to expand their services in Orleans County.
  - info will be taken to the regular shut-in patrons.
- Hands for Hope would like to use the library for a 'hot spot' during the cold weather.
  - they would provide coffee.
  - Betty will get in touch with them to ensure no food prep will take place.
- ADP vs Paychex (handout)- Barb would like to switch to ADP based on cost.
- Betty Sue has a concern over the number of groups requesting meeting rooms and then not showing (handout).
  - emails to go out to confirm reservations.
  - possibility of 3x and you're out.
  - possibility of returnable deposit/donation (returned if you show & leave in good condition).
- Gloria asked about the Tax Cap Form that was mentioned in Betty Sue's November 2 Director's Report. This will be addressed at the March meeting.
- Gloria asked about the labor cost on the hot water heater mentioned in Betty Sue's November 16 Director's Report. Betty explained that the unit itself was covered, but the new pipes were an expense; she will email that amount to Gloria.

Meeting ended at 8:05PM

**NEXT MEETING and EVENTS:**

March 12	6PM	Friends of the Library
March 13	7 PM	Regular Trustee Meeting

Respectfully submitted,  
Gloria Nauden, Secretary

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
January 9, 2019**

**CALL TO ORDER:** 7:10 p.m. by President Kevin Doherty

**ATTENDANCE:** Kevin Doherty, Terry Wilbert, Gloria Nauden, Linda Weller, Anitrice Bennett, Betty Sue Miller (Director). Elissa Nesbitt (excused), Nicole Bellinger (excused), Rose English (absent), Meghan Coyle (Recording Secretary).

Appointment of Meghan Coyle as Temporary Recording Secretary was made by Kevin Doherty. Nauden asked if the Board need to make a motion, and if Coyle was receiving a stipend for services? Doherty said no motion was needed, and Coyle was being paid the same as previous Recording Secretaries.

**There was no meeting November 28, 2018 due to lack of quorum.** The date of the November meeting was set at the October meeting for the purpose of covering both November and December to avoid scheduling conflicts around the holidays.

**REVIEW AND ADOPT AGENDA**

**Motion** to adopt agenda made by L. Weller, seconded by A. Bennett. All in favor. Accepted.

**PUBLIC FORUM OPPORTUNITY:** No one present.

T. Wilbert made a **motion** to confirm in an open meeting the interim actions taken pursuant to a package circulated December 17, 2019 and subscribed by Library Trustees, seconded by L. Weller, All in favor. Accepted.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept with regret the resignation as Treasurer and Trustee of Carol N. Miller, received by text message October 17, 2018 and effective October 18, 2018.

The office of Treasurer should not remain vacant during the end of year/start of year period which includes the annual audit.

Resolved: that the Trustee hereby immediately appoint Linda K. Smith, retired Treasurer, as Treasurer of the Library for the interim through the Annual re-organizational Meeting in May 2019, endowing her with voice but not a Trustee vote in all matters.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept the bid and award the contract for a new, four foot by eight foot screen, two-sided outdoor digital sign, per the New York State OGS blanket purchasing contract to Toth Sports for a Daktronics sign, factory finished per their proposal to match the color and profile of the Hoag building, at a cost not to exceed \$60,000.

Resolved: that the staff is authorized to draw an officer is empowered to sign a check for the 50% down payment, the approval of the Treasurer.

-Resolved: that the Trustees of the Hoag Library of the Swan Association accept the quote from Goforth Electric, the original construction electrician of the Hoag building, for power and fiber optic cable in separate, buried conduits, as needed, at a cost not to exceed \$6,500.

-Resolved: that the Trustees of the Hoag Library of the Swan Association designate Kevin Doherty as Owner's Agent and Clerk for this sign and flagpole project on a pro-bono basis; and that in that

capacity, he is authorized to negotiate with Tower Construction, Muscarella Masonry or another local contractor for the necessary sonotube pillar work, and brick finishing after excavation for both the sign and the flagpole, and an aggregate cost limit of \$6,000 after which additional Trustee approval shall be required.

**DIRECTOR'S REPORT:** See Attached

- Betty Sue and Michael (aka Mike) Magnuson (Librarian) attended sexual harassment training.
- Betty Sue, Mike, and Matt Ballard are working together to plan future history related activities/programs.
- Adopt the 2019 budget as presented by the Director.

Betty Sue discussed the difference in the Maintenance- HVAC is due to adding another filter change (4 times a year) to keep the maintenance better/up to date. The routine repairs budget was well underspent but will remain \$30,000 due to the driveway repair and sealing that was planned, but not completed last year; still need to be done this year.

Kevin discussed making mortgage payments ahead of schedule (under debt service /Mtg Payable) due to gifts from the Hoag's and the community. Terry voiced that paying down as much of the principal is a good plan.

**Motion** made by L. Weller to approve the 2019 budget as presented, seconded by G. Nauden. All in favor, Accepted.

**BOARD CORRESPONDENCE:**

- Dirk is amazing; great employee
- "I love it here"
- Love the new sign
- Facility is amazing and the staff is phenomenal
- Thank you note from the Breast Cancer Coalition of Rochester for the use of the room.

**REVIEW AND ADOPT MINUTES:**

**Motion** to approve the October 17, 2018 minutes as corrected were made by T. Wilbert, seconded by A. Bennett. All in favor. Accepted. (corrections made – if members were absent/excused.)

**REVIEW AND ADOPT TREASURER'SREPORT:**

**Motion** to accept the October, November, and December's Treasurer Reports as submitted, made by T. Wilbert, seconded by L. Weller. All in favor. Accepted.

**REPORTS AND REQUESTS FROM COMMITTEES:**

**PERSONNEL**

- Discussion regarding Employee Benefits – Vacation Policy (carrying over paid time off from one year to the next). Referred to the Personnel and Finance Committees.

**FINANCE**

- Small account at Key Bank account, CD only earned 25 cents last year (Haines). Terry Wilbert made a motion to put the \$2,032.82 towards the principal balance of the mortgage, seconded by L. Weller.

**BUILDINGS AND GROUNDS**

- Betty Sue asked the Board to look around at the furniture and pay attention to the upholstery on the chairs and couches. Referred to the Building and Grounds Committee.
- Carpets are in great shape and have recently been cleaned.
- L. Weller asked about the shades- they are no longer raising or lowering. Betty Sue has checked with Ron and with the company which installed them about how to lubricate them. They are heavy-duty commercial shades, so they do need to be looked at and fixed by a professional.

## **NOMINATIONS AND ELECTIONS**

- There is a vacancy due to Carol Miller's resignation.
- T. Wilbert said the Committee should meet in February.

## **PLANNING:** None

## **FRIENDS of the LIBRARY:** None

## **OLD BUSINESS:**

- Update on the Black History Month events; still planning.
- Trustee Training will be held at our February Board meeting; Lisa Erickson will be coming from NIOGA.
- Annual Planning for Events: Betty Sue and Theresa are looking into getting the library summer activities on to village, town, or county informational sites. Mike Magnuson is working with Donna Scharping on adult "make it and take it" activities.

## **NEW BUSINESS:**

- Update on new hires.
- Brian Kemp has brought an electric car charger to Betty Sue and is willing to present to the board if needed/wanted. Betty Sue discussed the nearest other charging stations are in Lockport and Batavia; if station is added, the library will automatically show up on apple and google maps. Linda suggested looking into discounts or credits from NYS. Kevin discussed a potential place for the spot and digging a trench in the yard being not too difficult.
- Betty presented a letter from the September meeting of NIOGA member libraries, recommending moving towards a uniform loan periods whenever possible. Uniform loan periods would benefit all our patrons, minimizing confusion over differing due dates on shared materials, and eliminating a common cause of conflict at our Circulation desks. The boards did discuss the trends they see in use of books and movies. Betty Sue said she sees how these are used by our population; her recommendation is to make changes and discuss the future of late fees. She gave us copies of letter to take home to review.
- Elizabeth Haibach (Librarian) is participating in the second class of Leadership Orleans; Sponsor-Hoag Library. A reception will be held tomorrow night at the White Birch in Lyndonville at 5pm; Board members are welcome to attend. Kevin suggested that all 3 new librarians should participate in this program; based on funding and time.

**PUBLIC FORUM OPPORTUNITY:** None

**CONCERNS AROUND THE TABLE:**

- Terry mentioned he received a newsletter from NYLA.

**ADJOURNMENT:** 8:55 p.m. **Motion** by L. Weller, seconded by A. Bennett. All in favor.  
Accepted.

**NEXT MEETING and EVENTS:**

February 12	6PM	Friends of the Library
February 13	7 PM	Regular Trustee Meeting

Respectfully submitted,

Gloria Nauden, Secretary



## *Director's Report January 9, 2019*

### *Staff*

#### Mike

- has been busy planning tech workshops and setting up times for individual help for patrons.
- He and I have selected 4 movies for Black History month and he has reached out to possible presenters.
- He and I attended a workshop at Nioga on sexual harassment

#### Elizabeth

- has taken over all social media entries.
- She is also handling our new lighted sign behind the main desk.
- The first Hoag newsletter was sent out recently and she is expanding and cleaning up the database of email addresses.
- will be participating in the year-long program, "Leadership Orleans."

#### Barb

- will start working with The Bonadio Group on our annual audit on 1/15

#### Teresa

- attended the NYLA conference in Rochester on November 8<sup>th</sup> and 9<sup>th</sup> in Rochester
- I have attached her write up of the event which she said was very worthwhile.
- She and Mike will be attending a workshop on Maker's Spaces and will be returning with ideas we can use in the library.

### *PTO*

- Because employees accrue time off throughout the year and have to use all but one week before the end of the year scheduling time off in December is very difficult.

- Changes cannot be made capriciously but I would like to see the appropriate committee(s) meet to look at some modifications that might be implemented before we get to this point again next year.
- I brought this up in a previous report but because of the lack of a quorum we never addressed it.

### *The Outdoor Sign*

- Moving forward has been approved and there should be more details before the meeting.

### *The Indoor sign*

- I hope you have all had a chance to see the new led sign behind the main desk.

### *Buildings and Grounds*

- Shades in the meeting rooms are becoming impossible to raise and lower.
- Ron tried lubricating them which did not help
- Next step he will take them apart
- Ron feels he will have more success making arrangements to have our parking lot/driveway work done than I did and will reach out in early spring.
- Westfire will be here for an annual system check on 1/10/19 and I hope to receive some answers about why the main door alarm keeps failing to allow the system to be set.
- The first of the quarterly carpet cleaning appointments was on 1/3/19. I am very happy we have established a schedule that seems to meet our needs with some section done all four visits and others less frequently.
- I think we need to start considering the future of our upholstered furniture. Does this fit into the role of one of the committees or should I just start gathering information to present to the whole board.

### *Solar powered car charging unit*

- We have been given a commercial solar power charging unit with the idea we could install it for patron use here.
- I have been sent info and links that will explain some of the options.

- I will give you these links at the meeting.
- If you are interested the donor will be happy to come for a presentation

## *Schools*

- In October we cosponsored another successful “Popcorn and Paperback” set of programs with the Diversity Club, Della Morales, and the new elementary librarian.
- December brought Mrs. Claus to the program and a Valentine day is planned for next month.
- A new set of activities for the month of May is in the planning stage.
- I am meeting with Jessica Beal to set up a program where students from a special class will come to the library to spend some time working. We did this last spring when a group came and spent several hours working in the garden.

\*\*\* On January 10<sup>th</sup> “Leadership Orleans” will be hosting a ‘Class Social with Sponsors.’ This event takes place Thursday, January 10 at 5:00pm at the White Birch in Lyndonville. Elizabeth, Kevin and I will be attending and any other board members are welcome to attend.