

**Draft
Meeting Minutes**

for the

Meeting of the TRUSTEES OF THE HOAG LIBRARY of the Swan Library Association

December 14th 2022 7:00 PM

A great book should leave you with many experiences, and slightly exhausted at the end. You live several lives while reading it.

-William Styron, novelist (1925-2006)

CALL TO ORDER @ 7:00pm

Linda Weller - present

Della Morales - present

Diana Dudley

Betty Sue Miller - present

Jim Babcock - present

Mary Covell - present

Rachel Hicks - present

Dawn Squicciarini - present

Kevin Doherty - present

Kevin spoke about the passing of Diana Dudley and how she has touched so many lives through so many different organizations in the Albion community

REVIEW and ADOPT AGENDA

motion

Motion to accept the Agenda

Kevin moved to adopt the agenda as written, 2nd by Mary- unanimous

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

motion

Minutes from regular Meeting held on November 9th 2022

Moved to adopt the minutes as written, 2nd Dawn- unanimous

DIRECTOR'S REPORT

information

Betty Sue asked for more direction from the board on how to move forward. about the Library's need for a backup server vs cloud storage, etc. This is in response to some user error and files not getting auto-backed up as scheduled for some financial records. While information was recovered, the board is looking to ensure this does not happen again. There was discussion about off site storage, using Google's cloud services vs. a physical server. Betty Sue discussed the shared drive via the cloud which is accessed by Betty Sue and the assistant director, Elizabeth Haibach. . Linda suggested checking the amount of space on the server for backups, before deciding how much information is able to be stored and auto-backuped.

Betty Sue also shared that the recommendation was that the Library should expect a three year life-span for computers, with a plan to replace 1/3 of the machines each year.

1st phone conference with Bonadio for the annual audit. Elizabeth, Betty Sue, and Joanna met with them via Zoom and we are in a good position for that.

Betty Sue shared that the changes in staff have led to some great ideas and cleaning out of closets (and the finding on materials and items).

REPORTS and REQUESTS FROM COMMITTEES

information

FINANCE COMMITTEE

The committee did not meet in person, but did discuss via email and phone to decide that this is not a good time of year to change the health insurance plan. While there is not a change recommended at this time, the staff has changed significantly and the committee should survey the staff to see what their particular needs, related to health insurance, are or would be. Bonadio group has mentioned that the board does not have a clear investment policy in writing.

Generally agreed, though nothing finalized, that the budget will be roughly the same this coming year as it was for the last year.

Based on a call from Trane, the committee has realized there is some delay in the processing of checks or payment based on Joana's schedule (writing the checks) and getting them signed by a signatory. The finance committee will draft a process for accounts payable

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

Information

Mary

PLANNING COMMITTEE

Did not meet

BUILDING AND GROUNDS

Practical meetings, and will meet again about the shades before next month

FRIENDS OF THE LIBRARY

OLD BUSINESS

Updates

Rachel will reach out to Joanna about the closing of the 5 Star payroll account.

While Rachel has been sick, Joanna did use the other account to make payroll. The actual closure is the only thing left to do.

Betty Sue will send the draft policy for accession/deaccession to the attorney, and at the same time check on the status of the policy handbook.

Betty Sue has sent this to the attorney for review, though he has not yet gotten back to her on this. She told him that she was not in a rush, as the entire policy handbook is under review at this time.

- Kevin will reach out to Mitch from InfoAdvantage regarding future safety of the server and backups - done, reviewed with Director's report
- Betty Sue will reach out JC Marketing for further information to present at the December meeting

Betty Sue sent this out to the Board Members, after the board recommendations and speaking with Elizabeth H. (who have completed most of the social media posts in the past). The revised proposal, with some conversation about starting a group of social media ambassadors Mary did ask, if Elizabeth H. is back, how much of a need is there for this type of service. Betty Sue shared her ideas after multiple conversations about what could happen, and how JC Marketing made suggestions for some ideas she tossed out as possibilities. She is very excited for the way this could drum up interest for the library and its programs. Mary did ask what the Board's process is for paying for a service such as this, and if or how projects are bid. Kevin recounted board policy of projects over \$5,000 usually requiring three bids,

Dawn moved to contract with JC Marketing for a three month trial contract, pursuant to the proposal included in the Board Packet, 2nd by Mary- (Linda Abstain) unanimous

- Mary will send out an email to board members about the possibility of changing the meeting week from the 2nd Wednesday to the 3rd Wednesday to accommodate a member with other meeting

The board has decided to keep meetings on the 2nd Wednesday, as the change would be disruptive to multiple people

Review of Marketing Proposal - completed

- Meeting Date discussion needed - done

NEW BUSINESS

Dawn asked about the warming center request that was noted on the Director's Report. Betty Sue said yes to this request from social services, though it will not be 'staffed' separately from the library building itself and will not be open at later or different hours for this.

Della shared that she is in contact with Dr. Howard Ward. He is coming to town for a program with the High School's diversity club. After some conversations with superintendent Mickey Edwards, it has been suggested that this could be a community event, and possibly even held at the library.

UPCOMING EVENTS

Red Cross Blood Drive, December 17

Chess Club, December 19

AAA Defensive Driving January 14

NIOGA Mobile Tech (formerly BTOP), January 6

Items to be added to next agenda:

Action Items for Next Meeting:

Finance committee comes up with an accounts payable process

Betty Sue will create a library email for accounting passwords to be tied to, and she will meet with Elizabeth and Joanna about access to all those accounts which are used for the library business.

Rachel will direct Joanna to close the 5-Star account

Betty Sue will reach out to Mickey Edwards and stay in contact with Della regarding the Diversity Club event with Dr. Ward

The board moved into executive session at 7:47pm

The board resumed regular activities 7:57pm

The president requested Betty Sue reach out to the Albion Mayor, Angel Javier, regarding the now open position of his appointee

The president requests Kevin review the board attendance policy and draft a letter, relative to trustee absences.

ADJOURNMENT

2022-2023

President - Linda Weller

Secretary- Dawn Squicciarini

Vice President- Mary Covell

Treasurer- Rachael Hicks

Committee List:

Buildings and Grounds

Rachel Hicks, Kevin Doherty, Jim Babcock

This committee meets each quarter unless needed

Finance

Linda Weller (required), Rachel Hicks, Kevin Doherty

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

Local History

Joyce Riley, Diana Dudley

no schedule

Nominations and Elections Committee

Diana Dudley, Joyce Riley

~This committee meets January through April

Personnel

Dawn Squicciarini, Mary Covell

This committee meets bimonthly or as needed

Planning

Dawn Squicciarini, Kevin Doherty, Mary Covell

~ This committee meets monthly to establish 1 and 5 years plans

APPROVED
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
November 9th 2022 7:00 PM

"Whatever the cost of our library, the price is cheap compared to that of an ignorant nation"

- Walter Cronkite"

CALL TO ORDER @ 7:07pm

Roll Call to confirm attendance

Linda Weller- excused Jim Babcock- present Dawn Squicciarini- present Della Morales- excused Mary Covell- present Kevin Doherty- present Diana Dudley- present Rachel Hicks- present Joyce Riley- excused Betty Sue Miller- present

REVIEW and ADOPT AGENDA Motion Motion to accept the **Agenda**

Kevin moves to accept as is, 2nd Jim- unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular Meeting held on October 9th 2022

Dawn moves that the minutes be accepted as is, Kevin 2nd- unanimous

DIRECTOR'S REPORT

Information: Beyond the sent report, Betty Sue was able to meet with both the finance and personnel committees and felt it was a very productive month. Thank you everyone for their hard work.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information: Attached are the minutes from the Finance Committee meeting 11/3/2022 The Finance Committee is in support of the motions from the Personnel Committee There was also some discussion about the change from having multiple bank accounts, which was discussed and approved this past

January. The committee realized that this, while approved, had not been completed as committees and board members changed. The committee will direct Joanna to complete the closing of the 5 Star payroll account and begin using the Community Bank account for payroll. Betty Sue and Kevin discussed that this will come from the committee to ensure there is a complete paper trail..

LOCAL HISTORY COMMITTEE

Did not meet.

NOMINATIONS and ELECTIONS COMMITTEE

Did not meet,

PERSONNEL COMMITTEE Motions/Committee Recommendations Attached are the minutes from the personnel committee meeting 11/2/2022

- The committee is recommendation the hiring of Elizabeth Haibach as Assistant Director ○ **Dawn moves to rehire Elizabeth Haibach to her previous position at the library, 2nd Jim H- unanimous.**
 - **Jim moved to create the position of 2nd Dawn- unanimous**
 - **Rachal moves to appoint Elizsbeth to this position in the amount \$60,320 annually, 2nd by Jim- unanimous**
- The committee is recommending that all employees receive a 5% pay increase effect with the next payroll date - **unanimous**
- The committee is recommending the hiring of Jim Doyle as a part time reference/adult services librarian -
 - **Jim moves that Betty Sue hire Jim Doyle as a part time reference/adult services librarian for a maximum of 25 hours a week at the rate of \$20.22 per hour, 2nd dawn unanimous**

PLANNING COMMITTEE

BUILDING AND GROUNDS

The architects report on the status of the building from King and King has been received, and Betty Sue will send that to the Board Members for review.

FRIENDS OF THE LIBRARY

OLD BUSINESS

Betty Sue will reach out to the attorney with the draft policy for accession/deaccession. Betty Sue is sending the policy drafted by the history Committee (read out last month) to the attorney for review. Betty Sue will reach out to the attorney regarding the status of the policy handbook.

Mary asked the status of the computer backup problem discussed last month. It did require some time and the purchase of a piece of equipment, which came from the

Mary asked what the status of the investment committee was, and there was some discussion that the

finance committee had other items to work on, and are in the process of creating the new committee.

NEW BUSINESS

Kevin asked people to review the marketing proposal sent by a company recommended by InfoAdvantage. While it is a higher cost than the board may want to spend, it may be worth it to have an outside entity just review the Library's current marketing strategies.

Kevin shared that elections went well yesterday, as the library is the local polling place.

Diana brought up again the possibility of changing the meeting from the 2nd Wednesday of each month to the 3rd Wednesday, as a board member had a conflict. Mary will send out an email to the board members asking about preferences and the ability to adjust, and in what way.

UPCOMING EVENTS

Red Cross Blood Drive, December 17

Items **to be added to** next agenda:

ADJOURNMENT

Jimmy moves to adjourn at 8:04pm, unanimously seconded

To Do List:

- Rachel will reach out to Joanna about the closing of the 5 Star payroll account. ● Betty Sue will send the draft policy for accession/deaccession to the attorney, and at the same time check on the status of the policy handbook.
 - Kevin will reach out to Mitch from InfoAdvantage regarding future safety of the server and backups
 - Betty Sue will reach out J C Marketing for further information to present at the December meeting ●
- Mary will send out an email to board members about the possibility of changing the meeting week from the 2nd Wednesday to the 3rd Wednesday to accommodate a member with other meetings.

Meeting notes for a
Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association

October 12th 2022 7:00 PM

*“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better.”
— Sidney Sheldon*

CALL TO ORDER @ 7:06

Roll Call to confirm attendance

Linda Weller- present	Jim Babcock- present	Dawn Squicciarini- excused
Della Morales- excused	Mary Covell- present	Kevin Doherty- present
Diana Dudley- present	Rachel Hicks- present	Joyce Riley- excused
Betty Sue Miller- present		

REVIEW and ADOPT AGENDA

Motion

Motion to accept the Agenda

Additions to the agenda by Kevin-

Add resolution under the finance committee just like last month for \$25,000 to the Community Bank account to cover monthly expenses
Add under finance committee- proposed tax cap resolution
Add under new business- discuss backups and potential for a server on site

**Kevin moves to accept the agenda with those three additions,
Jim 2nd- unanimous**

PUBLIC FORUM OPPORTUNITY

None present

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on September 14th 2022

**Motion to accept as is by Mary,
2nd by Rachel- unanimous**

DIRECTOR'S REPORT

Information

Betty Sue met with Natalie from Dept of Library Development @ state level with a NIOGA review, and she was very impressed with the Hoag Library

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Rachel shared that they were unable to have documents to share, but the committee did discuss the fluctuation of finances due to staffing changes.

There was also a discussion of moving the investment account to a location where it will earn more money than it currently does. Betty Sue shared that when the Bonadio Group does their audit each year, the library is dinged for not having an investment policy. She would like to charge the finance committee with that first, and then follow that with the community rich committee. Kevin and Rachel shared how they would like to have a plan in place and ready to move forward by February, keeping in mind that the upcoming holiday season will be busy for many in the community.

**Motion by Kevin to transfer \$25,000 from Morgan Stanley Smith Barney to the operating/ checking account at Community Bank through November,
2nd Rachel- unanimous**

Kevin proposed the board make their position on next year's tax cap, if possible

**Motion made by Jim that the Hoag Library Board will not exceed the current tax cap for the 2023 year
2nd by Mary- unanimous**

LOCAL HISTORY COMMITTEE

Returned at the end of the meeting- Diana shared the current policy and purpose of the Local History Committee, and the current deed form. There was discussion about how the policy needs to be updated to include more current information, per the era of smart phones.

NOMINATIONS and ELECTIONS COMMITTEE

Did not meet

PERSONNEL COMMITTEE

Did not meet

PLANNING COMMITTEE

Did not meet

FRIENDS OF THE LIBRARY

The Friends would like to purchase a seating area with some pillows for an adult to sit with a child and read together. Betty Sue shared some of the ideas, the bench, and an idea of where it would go. Betty Sue also shared that they are considering purchasing a small book cart to supplement the current

tools. Kevin did share that he spoke with Theresa in the past, that a wagon with larger wheels to better facilitate the outdoor programs for the library.

Linda asked if there was a policy or process in place for memorial donations, to ensure that all gifts are in the spirit and function of the library. Betty Sue said that there is a process, that a group needs to come to her with ideas, which she will present to the board for approval. Mary asked if there are stipulations that come with gifts, in general, or how much freedom Betty Sue has to ensure function of the library itself. Linda shared that the school has a policy for memorials which limits some function to ten years. She suggested reaching out to Mr. Edwards at the school to see if he could share the outline of that policy with the library. Linda shared that having a policy or guidelines in place could save time and/or potentially hurt feelings around the placement and care of any memorial items.

OLD BUSINESS

Kevin will reach out to the Bonadio Group for advice on EFT for bill payments, and board member oversight of payments.

The regular audit will begin in December and be completed in January. Kevin did ask about EFTs specifically and they will make a review at that time and include it in their written report.

Betty Sue will draft a potential letter of job offering to Youth Services New Hire and forward that to the whole board for immediate review.

This was completed, and Elizabeth Tuttle began this past Monday. Betty Sue was impressed at how well her staff immediately took to her, touring the library and sharing their ideas.

Buildings and Grounds to meet.

This committee did not meet this month.

NEW BUSINESS

New Employee - Elizabeth Tuttle, discussed under Old Business

Resignation of Employee - Elizabeth Haibach - Moving on to a new opportunity. She was an incredibly valuable asset to the library, and especially for Betty Sue as a support/interim administrator in the past year.

Kevin asked what the possibilities for another search were, and how to begin the process. Linda asked what the duties of Elizabeth H. were, and how those could be shifted. She suggested that an outside marketing person may be a solution for now.

Mary requested a personnel committee meeting for next week, to discuss this situation. She would also like a write up for the NIOGA List Serve to be ready for review at that meeting.

Linda and Jim discussed using part time help or having the staff work overtime if needed. This has happened in the past and Betty Sue said staff has always figured it out.

Kevin asked if the board should discuss Mike getting a pay bonus if he potentially takes on additional duties if Betty Sue needs to leave town, as happened with Elizabeth H. in the past year. Linda suggested that Betty Sue ask Elizabeth H. to make a list of all the administrative things she did in addition to her job, so it is clear for Mike.

Addition- disc backups and potential for a server on site

Kevin shared that the device for saving backups stopped working, and they lost information. Linda shared some details of how this problem happened and continued. Kevin asked if this is something that could be remedied for the future by purchasing a server for the library. Mary and Linda discussed that

using programs like QuickBooks in the cloud lose some features, but she's not sure if they are features the library needs. After some conversation about monitoring of servers vs. backup drives, Betty Sue will reach out to the Library's computer services company for an evaluation of monitoring, specifically for finance information backups.

Kevin reminded the board that the holidays of Christmas, and so also New Year's, are on Sundays this year. The discussion consented that the library will be closed for December 24th, 25th, and 26th for the holiday.

For the New Year's holiday the library will be closed on December 30th and January 1st, but will reopen on January 2nd.

Betty Sue will discuss with the personnel committee how to ensure that employees are paid for the correct number of holidays, even though they are on days the library is closed on Sundays.

Jim shared that the playhouse he built a few summers ago for the summer reading program. It is no longer in use, so he has verbal confirmation that he can have it back. If he can pick it up, could it come back to the library for use in the garden or future summer reading program. Linda reminded the board that the buildings and grounds committee needs to meet, so they can discuss the playhouse at their meeting.

UPCOMING EVENTS

Information

Medicare Vendor Fair, October 18
Savvy Parenthood Baby Expo, October 19
Lead Poisoning Prevention, October 25
Red Cross Blood Drive, December 17

Items to be added to next agenda:

Betty Sue will reach out to the attorney with the draft policy for accession/deaccession.
Betty Sue will reach out to the attorney regarding the status of the policy handbook.

ADJOURNMENT at 8:56,

**Motion by Kevin,
2nd by Jim- unanimous**

Respectfully submitted,

Dawn Squicciarini

2022 - 2023

President - Linda Weller
Secretary- Dawn Squicciarini

Vice President- Mary Covell
Treasurer- Rachael Hicks

Committee List

Buildings and Grounds

Kevin Doherty
Jim Babcock
Rachel Hicks
~ This committee meets each quarter unless needed

Finance

Linda Weller (required)
Rachel Hicks
Kevin Doherty
~ This committee currently meets 2x a month, can look at meeting once a month **Local History**
Joyce Riley
Diana Dudley

~ no schedule

Nominations and Elections Committee

Diana Dudley
Joyce Riley
~ This committee meets January through April

Personnel

Dawn Squicciarini
Mary Covell
~ This committee meets bimonthly or as needed

Planning

Dawn Squicciarini
Kevin Doherty
Mary Covell
~ This committee meets monthly to establish 1 and 5 years plans

Meeting Minutes
for a Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
September 14th 2022 7:00 PM

This will be an in person meeting

To build up a library is to create a life. It's never just a random collection of books.

– Carlos María Domínguez

CALL TO ORDER

Roll Call to confirm attendance @ 7:14pm

Linda Weller- present	Jim Babcock- present	Dawn Squicciarini- excused
Della Morales- present	Mary Covell- present	Kevin Doherty- present
Diana Dudley- present	Rachel Hicks- excused	Joyce Riley- absent
Betty Sue Miller- present		

Motion to accept the Agenda

Kevin, representative from the Finance committee asked to add the finance committee recommends moving \$25,000 from Morgan Stanley Smith Barney to the operating/checking account through October to the receipt of the tax check.

With that addition,
Kevin moved to accept as presented
2nd- Jim, unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on August 10th 2022

Mary moved to accept as presented,
2nd Jim- unanimous

DIRECTOR'S REPORT

Information

Additional page presented at meeting for information.

She also spoke about the visit from B. R. Johnson Doors, and the small updates that were recently completed, and how happy she is with them.

The Blood drive was a success and another is being planned for December.

Just as an FYI- Betty Sue did call the police on a group of children who were not a direct threat, but the behavior was questionable. The officer came and did speak with the boys, as much to show them that she (Betty Sue) was serious about responding to their behavior.

Betty Sue also shared that the attached Children's library report is the last one from Theresa as the children's librarian, and closes the summer program.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

There was a discussion about a potential lag in paying bills, if the bookkeeper is out again, do we have a backup. Kevin will reach out to the Bonadio Group for advice on EFT for bill payments, and board member oversight of payments

Mary questioned the oversight of EFT's that would previously have been done when a treasurer signed a check. After some discussion, Kevin said that he can reach out to the accountants for their guidance.

MOTION - The Finance committee has requested a transfer in the amount of \$25,000 from Morgan Stanley Smith Barney to the operating/checking account through October to the receipt of the tax check. - approved

Kevin moved to accept
2nd- Jim, unanimous

LOCAL HISTORY COMMITTEE

Met, and came up with a draft policy for accession/deaccession, and directed Betty Sue to send that (from committee) to the lawyer.

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

Did not have a chance to meet, but Betty Sue has a candidate that needs approval for hiring. She provided a page of information about the hiring and interview process, questions Elizabeth and Michael and Betty Sue, asked in the interview, and a copy of her resume. This selection was a unanimous choice from four interviews, and Betty Sue asked the board for her approval.

Mary shared that the email was not clear on what was needed, and there was discussion about future practices and inclusion of 'Action Needed' in the subject line.

Betty Sue asked the board to approve the hiring of a new Youth Services Librarian. There was conversation about the responsibilities of this position, and how it fits in with the other staff. Kevin noted that the job offer letter needs to be sent to the whole board for immediate action/review, as this came before the board, not as a recommendation of the committee

Jim moves to approve the hiring of Elizabeth Tuttle as the new Youth Services Librarian iao \$40,000 plus standard benefits for a three month probationary period, with a review and adjustment at that time-

2nd Della, unanimous

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

OLD BUSINESS

Buildings and Grounds to have met and will report
They did not meet this month.

NEW BUSINESS

None at this time.

UPCOMING EVENTS

Information

Alzheimer's Assoc. Of WNY, 9/21

Chat with a Master Gardener, 9/22

Bindings Book Club, 9/22

The Laughing Survivor with Alexandra Stevenson, 9/27

Chet Fery's Bread Time Stories and More, 10/6

AAA Defensive Driving, 10/8

Items to be added to next agenda:

none at this time.

Action Items-

Kevin will reach out to the Bonadio Group for advice on EFT for bill payments, and board member oversight of payments.

Betty Sue will draft a potential letter of job offering to Youth Services New Hire and forward that to the whole board for immediate review.

Buildings and Grounds to meet.

Betty Sue will reach out attorney with the draft policy for accession/deaccession

ADJOURNMENT at

Jim @ 7:55 PM,
2nd Kevin- unanimous

Respectfully submitted,

Dawn Squicciarini

2022 - 2023

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Committee List

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Joyce Riley
Diana Dudley
~ no schedule

Nominations and Elections Committee

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Joyce Riley
~ This committee meets January through April

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Mary Covell
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Planning

Dawn Squicciarini
Kevin Doherty
Mary Covell
~ This committee meets monthly to establish 1 and 5 years plans

Meeting Minutes
of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association **August**
10th 2022 7:00 PM

This will be an in person meeting

Books are magical keys to open up worlds and change perspectives.

CALL TO ORDER @ 7:02 pm

Roll Call to confirm attendance

Linda Weller- present	Jim Babcock- present	Dawn Squicciarini- present
Mary Covell- present	Kevin Doherty- present	Diana Dudley- present
Rachel Hicks- present	Joyce Riley-present	Della Morales- present
Betty Sue Miller- excused		

Della Morales, the new representative for the Albion Central School Board introduced herself and her previous experience with the library and community. Linda praised her for this continued support of the library and how she supported students in the past several years.

REVIEW and ADOPT AGENDA

Motion

Motion to accept the Agenda

Kevin moved to adopt the agenda as presented,
Dawn 2nd- unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION Motion

Minutes from regular Meeting held on June 8th 2022
No meeting was held in July 2022

Mary moved to adopt as is,

Joyce 2nd - unanimous

DIRECTOR'S REPORT

Information

It was discussed about high the numbers of notarized documents in just the past month. Not only is this service free, but there is a notary here everyday and often until 8pm each night.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Approval of Reinstatement of Employee

Rachael shared what happened at the committee meeting, including the reinstatement of an employee. She also shared that the committee has created a process document, specific to this committee, to ensure transparency and process continuation in any event. There was also some discussion of the checks and balances in place, in regards to the process and how it works with the new employee.

LOCAL HISTORY COMMITTEE

Information

There was discussion about what the committee used to do, though there have not been meetings in several years. It was suggested that this committee make standards and planning for future donations. The committee is going to reach out to Dee and also Elizabeth, who has contacts in the DAR, for help with creating a form for possible donations and a list of better resources than the library for some items.

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

Information

Resignation of Employee

The current Youth Librarian submitted her resignation, though offered to stay on as part-time through the summer while a replacement is hired and trained.

Reinstatement of Employee

An hourly employee was re-hired with a review in the fall regarding his hourly pay, based on performance and inflation. As an addition to this issue, this committee has put in a request to the finance committee for a raise for one of the hourly employees.

A formal request to the finance committee will be sent in the next week regarding her hourly rate as a part-time employee.

PLANNING COMMITTEE

Did not meet

BUILDING AND GROUNDS

This committee did not meet, though in the meeting packet is the invoice from the shade company. Kevin mentioned that he would like the committee to review other possibilities. The committee is also looking into replacing the folding doors between the conference rooms. They are not in need of immediate replacement, but noted that the committee would like to look at more soundproof alternatives for when they do need to be replaced.

A few things have been referred to Goforth Electric, mostly outlet covers that seem to get broken by vandals. A lawn mower has also hit a cover for the electric and that needs to be replaced.

As a side note the library is currently ahead on the electric, thanks to the solar panels as the really hot days lately have also been very sunny!

Jim reminded the board that there was a request for a maintenance person, this item was discussed, no action taken at this time

Joyce asked about the cleaning contract and Kevin and Linda shared how it has been going. Hamilton Inc, from Hamlin, has been reliable and has an open line of communication with library staff.

Jim mentioned the bench installed by the Friends of the Library, and noted that the position needs to be clear before winter comes. After some discussion, Linda asked the Building and Grounds committee to reach out to Tim Newton regarding that before the next meeting.

FRIENDS OF THE LIBRARY

The two last meeting minutes have been attached for the board's review.

OLD BUSINESS

BOCES - letter / contract

The letter discussed at the last meeting was sent to BOCES, outlining how some of the restrictions were not feasible for the library. BOCES is still meeting here, and there has not yet been a response.

Vetran's Office - Cube - no information

NEW BUSINESS

Resignation Letter

Kevin moved to accept this letter and wishes her well in her new position at Kendall, 2nd Jim- unanimous.

Linda thanked Theresa for her dedication and knows she will be successful in her new job.

Process of Agenda Creation Information

Process of Minutes and Posting Information

Friends of the Library Bench-

Discussed with the Friends of the Library section

Architect Visit Information-

Kevin met with them and noted that they were diligent taking notes and pictures in regards to his questions. Kevin also shared that he did reach out to his regular contact regarding the missed time, and miscommunication, regarding the meeting time. Betty Sue also had reached out to them as well about the snafu.

UPCOMING EVENTS

Information

AAA Defensive Driving, August 13

Understanding Alzheimer's and Dementia, August 17

Healthy Habits w/ Chelsea Colmenero, August 18

Red Cross Blood Drive, August 20

Chat w/ a Master Gardener, August 25

Bindings Book Club, August 25

Items to be added to next agenda:

Before the next meeting:

Building and Grounds will reach out to Tim Newton regarding the placement of the bench and snow clearance for the winter.

Building and Grounds will research alternate options for blinds, and for the sliding doors between meeting rooms.

ADJOURNMENT at 7:55

Motion by Diana Dudley-

Joyce 2nd - unanimous

**Respectfully Submitted,
Dawn Squicciarini**

2022-2023

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Committee List

Buildings and Grounds

Kevin Doherty

Jim Babcock

Rachel Hicks

~ This committee meets each quarter unless needed

Finance

Linda Weller (required)

Rachel Hicks

Kevin Doherty

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

Local History

Joyce Riley

Diana Dudley

~ This committee has not met - no schedule

Nominations and Elections Committee

Diana Dudley

Joyce Riley

~ This committee meets January through April

Personnel

Dawn Squicciarini

Mary Covell

~ This committee meets bimonthly or as needed

Planning

Dawn Squicciarini

Kevin Doherty

Mary Covell

~ This committee meets monthly to establish 1 and 5 years plans

Minutes for the Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association

June 8th 2022 7:00 PM

This was an in person meeting

*The only thing that you absolutely have to
know is the location of the library," - Albert Einstein.*

CALL TO ORDER @ 7:05pm

Roll Call to confirm attendance

Linda Weller (Present) Jim Babcock (excused) Dawn Squicciarini (present) Kathy Harling (excused) Mary Covell (present) Kevin Doherty (present) Diana Dudley (absent) Rachel Hicks (present) Joyce Riley (present)
Betty Sue Miller (present)

REVIEW and ADOPT AGENDA Motion Motion to accept the Agenda

Kevin moved to adopt as presented,
Mary 2nd- unanimous

PUBLIC FORUM OPPORTUNITY

No one present at this time

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular Meeting held on
May 11th 2022

Mary moved to adopt as is, Rachel 2nd- unanimous

DIRECTOR'S REPORT Information Betty Sue highlighted the letter from the attorney regarding building use by BOCES and the VA program.

There was discussion about the lease presented by BOCES and the lawyer's response, pursuant to liability and needed insurance.

. Betty Sue will reach out to the VA contact to let them know that the current contract constraints and size of the 'building' the Library is unable to accommodate their request at this time.

Betty Sue will email drafts of these to the board members for review before she sends them to BOCES and the VA representative.

Betty Sue is asking permission to look into the possibility of the library employees joining the state retirement system, as a Free association library.

Tim Newton- hired for General Maintenance would like a door fob to enter the building on his own time, to do the small jobs needed when employees may not be here. . Betty Sue will reach out to Tim Newton and share the compromise that the board has come up with. Betty Sue asked the board to review what she shared about fines and other libraries that have gone fine-free. Betty Sue asked that DVD fines be lowered at this meeting if the board is in agreement.

Dawn moved to change the DVD fines from \$1 per day down to \$0.10, 2nd Joyce unanimous

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE

Meeting 6/15 @6pm

Betty Sue reminded new Board members to include her when scheduling, so she can add it to the building calendar.

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

Mary is going to organize meeting notes to share at the next meeting. Mary had some general questions, including why all employees are paid hourly, except the director.

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

Sent out minutes with the amount of funds available in their accounts

Talk of a memorial bench

Linda highlighted the report from the Friends of the Library in the board packet this month.

OLD BUSINESS - none at this time

NEW BUSINESS

Letter of Resignation of Board Appointee - Kathy Harling

Linda thanked Kathy for her time, effort, guidance, and expertise to the library. She has been

a great asset to the board and will be greatly missed.

Kevin asked the president to draft a letter noting the above thoughts for Mrs. Harling.

UPCOMING EVENTS Information Items to be added to next agenda:

Make a Card for Dad craft (all week) 6/13-6/18

6/18- Free computer class @ 12pm: Microsoft Excel Basics *advanced registration needed

6/20- Virtual Author Talk @ 6pm, Annette Gordon-Reed *On Juneteenth*

6/27- Summer Reading Program Starts!

6/29- Aquarium of Niagara: Marine Invertebrates @ 10:30am *advanced registration needed

6/29- Tech support from 1pm to 6pm *advanced registration needed

6/30- 2pm afternoon movie

Lunch @ the Library- Every Thursday 10am- 8pm Snack Shack Food Truck

For next meeting-

- Betty Sue will draft emails to BOCES and the VA representative according to the above noted conversation, referencing the letter from the attorney (included in her Director's report)
- Betty Sue will reach out to Tim Newton regarding the use of a building fob for maintenance as noted above

ADJOURNMENT at 7:59 made by Dawn, 2nd Rachael- unanimous

2022-2023 Officers:

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Committee List

Buildings and Grounds

Kevin Doherty

Jim Babcock

Rachel Hicks

~ This committee meets each quarter unless needed

Finance

Linda Weller (required)

Rachel Hicks

Kevin Doherty

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

Local History

Joyce Riley

Diana Dudley

~ This committee has not met - no schedule

Nominations and Elections Committee

Diana Dudley

Joyce Riley

~ This committee meets January through April

Personnel

Dawn Squicciarini

Mary Covell

~ This committee meets bimonthly or as needed

Planning

Dawn Squicciarini

Kevin Doherty

Mary Covell

~ This committee meets monthly to establish 1 and 5 years plans

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

This was an in person meeting

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

- Lemony Snicket

CALL TO ORDER 7:02 pm

Roll Call to confirm attendance

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

Diana Dudley Present Rachel Hicks Present Joyce Riley Present

Betty Sue Miller Present

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

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

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

Presentation of annual meeting minutes

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

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

DIRECTOR'S REPORT Information See attached

Librarian Report - Mike Magnuson Information

REPORTS and REQUESTS FROM COMMITTEES Information FINANCE COMMITTEE

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

PLANNING COMMITTEE Betty Sue Miller noted this group will have to meet once we have the updated

FRIENDS OF THE LIBRARY

OLD BUSINESS

Personnel Committee Report - did not meet

Friends Bench - request / approval

EV Charger Update

Sidewalk Update Director shared the sidewalk has been fixed and she will be getting a quote for grass removal and stone which is within her spend limit if under \$2000.

NEW BUSINESS

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

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

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

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

Strawberry Festival Not enough interest, missed deadline

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

UPCOMING EVENTS Information

Crochet Club, May 12 & 26

TGIF Craft Days, May 13 & 20

Local author talk with Mike McFarland, May 17

Local Author Literary Fair, May 21

Bookmark Design competition, May 23

Chat with a Master Gardener, May 26

Healthy Habits w/ Chelsea Colmenero, May 26

Bindings Book Club, May 26

Items to be added to next agenda: No items added at this time

ADJOURNMENT at 7:41

Move to adjourn : Jim Babcock Second: Mary Covell

2022-2023

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Committee List

Buildings and Grounds

· Kevin Doherty

Jim Babcock

~ This committee meets each quarter unless needed

Finance

· Linda Weller (required)

· Rachel Hicks

· Kevin Doherty

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

Local History

· Joyce Riley

· Dawn Squicciarini

~ This committee has not met - no schedule

Nominations and Elections Committee

.

Diana Dudley

~ This committee meets January through April

Personnel

· · Dawn Squicciarini

~ This committee meets bimonthly or as needed

Planning

· Dawn Squicciarini

· Kevin Doherty

~ This committee meets monthly to establish 1 and 5 years plans

Meeting Minutes
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 13th 2022 7:00 PM

This will be an in person meeting

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

CALL TO ORDER @7:00 pm

Roll Call to confirm attendance

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

REVIEW and ADOPT AGENDA

Motion

Additions to the agenda-

- sidewalk (needs vote)
- Acknowledge retirement

Under Old Business

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

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

PUBLIC FORUM OPPORTUNITY

No one present at this time

REVIEW and POTENTIAL ADOPTION

Motion

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

DIRECTOR'S REPORT

Information

See attached

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

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

Eight new computers will be installed next week

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

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

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

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

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Report from Treasurer

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

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

Information

Draw lots for ballot position

Drawn by Diana

Number 1- Mary Covell

Number 2- Kevin Doherty

Number 3- Rachel Hicks

Number 4- Linda Weller

Number 5- James Babcock

PERSONNEL COMMITTEE

No one in attendance from personnel at this meeting

PLANNING COMMITTEE

Did not meet this month

FRIENDS OF THE LIBRARY

See Elizabeth report -

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

Bench

Motion

Kathy made the Motion to give the Friend's permission to place a bench on the front side of the building, with input of the board before a selection is made

2nd by Kevin- unanimous

OLD BUSINESS

EV Charger Update

- See Elizabeth report

Website Update

- See Elizabeth report

Distribution of tasks

Betty Sue shared that a bookkeeper from Millennium Roads is currently spending 4-6 hours a week, taking care of all the accounting.

Any other tasks Barb used to do, such as ordering supplies, room reservations, or labeling books have been absorbed by existing staff members.

This does look to be a permanent solution, as most of the tasks did not need a specific staff member.

NEW BUSINESS

The Great Lake Mess Monster

Motion

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

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

Sidewalk

Motion

To approve the quote to add a new sidewalk around the EV chargers

**Kathy moved to approve the sidewalk updates discussed at the last meeting,
Jim 2nd - unanimous**

Cobblestone Museum

Motion

The Cobblestone Museum has asked for a letter of support as they ask for grant money from NYS

**Kevin moves to approve the letter as is,
2nd Diana- unanimous**

Executive Session

Motion

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

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

Employee Stipend

Motion

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

2nd Jim- unanimous

UPCOMING EVENTS

Information

TGIF Craft Day, Fridays

One-on-one Tech Support, Wednesdays

Genealogy in the Stacks, April 4 and 18; April 7 and 21

The Snack Shack Food Truck, April 14

Virtual Author Screening, Carole Emberton *To Walk About in Freedom*, April 11

Teen Anime Club, April 21

Beginning Composting, April 21

Native American Boarding School, April 25 (co-sponsoring with People Embracing Diversity) Bindings Book Club (guest speaker George Rollie Adams),

April 28 Crochet Club with Hailey, April 28

CCE Orleans Master Gardeners, April 12 & 22

Tea with Dee, May 3

Friends of the Library Book Sale, June 3 & 4

Items to be added to next agenda:

Personnel Committee must report, at the next regular meeting

ADJOURNMENT at 8:07pm

Kathy moved to adjourn at 8:07pm,

2nd Diana- unanimous

Meeting Minutes
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
March 9th 2022 7:00 PM

This was an in person meeting

“When I got my library card, that’s when my life began.” ~ Rita Mae Brown~

MEETING CALLED TO ORDER @ 7:05pm

Roll Call to confirm attendance

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

REVIEW and ADOPT AGENDA

Motion

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

PRESENTATION OF 2021 AUDIT BY BONADIO GROUP

Information

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

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

RECOGNITION OF MORTGAGE PAYOFF

Information

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

Return to the meeting at 7:33

PUBLIC FORUM OPPORTUNITY

Angel Javier and Tim McMurry are here to observe.

REVIEW and POTENTIAL ADOPTION

Motion

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

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

DIRECTOR'S REPORT

Information

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

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

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

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

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

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

LOCAL HISTORY COMMITTEE

Nothing to report

NOMINATIONS and ELECTIONS COMMITTEE

Information

Election Protocol will be presented at the meeting

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

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

PERSONNEL COMMITTEE

- Update will be coming for April Meeting

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

OLD BUSINESS

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

NEW BUSINESS

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

Motion

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

Buildings & Grounds-

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

UPCOMING EVENTS

Information

Information will be provided at meeting

Items to be added to next agenda:

Joyce would like the personnel committee to review how Barb's work has been disseminated to other employees and the new bookkeeper to see if these changes are permanent, and present them at the next board meeting.

Review and approval of the estimate from Vinnie & Ron for fixing the area around the charging stations.

ADJOURNMENT at 7:49pm

**Jim moved to adjourn @ 7:49pm
2nd by Debbie- unanimous**

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
February 9th 2022 7:00 PM
(No Quorum)

Meeting Minutes
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 12th 2022 7:00 PM

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

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

CALL TO ORDER @ 7:05pm

Roll Call to confirm attendance

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

REVIEW and ADOPT AGENDA

Motion

Per Linda- add finance committee resolutions

Add under new business:

Letter from NIOGA, Letter of resignation from Anitrice

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

PUBLIC FORUM OPPORTUNITY

No one chose to speak at this time

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on November 10th 2021.

There was no meeting held in December 2021.

Minor correction for consistency in minutes

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

EXECUTIVE SESSION - waiting for additional board members to arrive

DIRECTOR'S REPORT

See attached

Information

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

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

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

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

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

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

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

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

Kathy moved to pass the motion was presented,

Debbie 2nd- 7 yea, Joyce Riley nay

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

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

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

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

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

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

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

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

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

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

Discussion on the budget- Kathy did confirm that there is no conflict of interest in herself of Linda voting on this budget- unanimous

2. "Recommend that the payroll be paid from the Community Bank Operating Account as soon as practicable"

7 yea, Joyce Riley nay

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

7 yea, Joyce Riley nay

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

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

7 yea, Joyce Riley nay

5. Report already touched on status of reserve funds
6. Recommend Policy 4.2 be amended to raise the equipment purchase limit to \$5,000

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

LOCAL HISTORY COMMITTEE.

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

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

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

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

Information

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

OLD BUSINESS

Personnel committee:

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

Building and Grounds

Items from last meeting

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

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

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

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

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

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

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

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

Line of Credit - **all set**

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

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

Finance Committee to meet for budget review

NEW BUSINESS

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

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

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

UPCOMING EVENTS Information See Director's report

Items to be added to next agenda:

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

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

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

EXECUTIVE SESSION :

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

Motion to enter executive session at 8:29 Kevin Second Debbie

Motion to move to public session: 9:18 Kathy H. Second Joyce

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

Second Diana Dudley - unanimous

Motion made by Kathy to engage Millenium Roads LLC accounting

Second Jim Babcock - unanimous

ADJOURNMENT at 9:20

motion to adjourn Joyce

Second Debbie

Unanimous