

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 8th 2025 7:00 PM

Meeting Canceled

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
February 12th 2025 7:00 PM
Welcome to 2025!

"Where minds wander freely, stories find their home."

CALL TO ORDER @

In attendance:

Jim Babcock- present	Mary Witkop- present	Carole Patterson- excused
Rachel Hicks- present	Allyson DeBoard- present	Dawn Squicciarini- excused
Linda Weller- present	Sandra Walter- present	Kevin Doherty- present
Betty Sue Miller- excused	Elizabeth Haibach- present	

REVIEW and ADOPT AGENDA

Motion

Made by Jim to adopt as is, 2nd Kevin- unanimous

PUBLIC FORUM OPPORTUNITY

Dirk Climinhaga 3D printer program- Dirk would like to revive the 3D printer interest and work with the community to make things that benefit the whole community. **REVIEW and POTENTIAL ADOPTION**

Motion

Motion to accept minutes from regular Meeting held on December 11th 2024 as no meeting was held on January 8th 2024

Kevin noted that under the adoption of minutes at the last meeting, item #2 should contain the two changes highlighted below: "Subsequently, and following previous precedent, the board voted to appoint the candidate who received the next highest amount of votes from the election held in May of 2024 to fill this vacancy, Kevin Doherty."

Mary made the motion to accept with the corrections noted by Kevin, 2nd Jimmy- unanimous

DIRECTOR'S REPORT

Information

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

The finance committee recommends the 2025 Hoag Library Annual Budget in the amount of of \$687,350.00, with a request to be included on the Albion School tax levy in the amount of \$657,560.00 by approved by the board.- unanimous

PERSONNEL COMMITTEE

Information

Did not meet this month

LOCAL HISTORY COMMITTEE

Information

Sandra has come up with a draft of a contract for when people would like to donate items, money, real estate, etc. to the library.

NOMINATIONS and ELECTIONS COMMITTEE

Information

Election protocol was in the board packet for this meeting-

Allyson volunteered to be on this committee

Kevin moved to adopt the protocol as provided, 2nd Mary- unanimous

PLANNING COMMITTEE

Information

Did not meet this month

BUILDING AND GROUNDS

Information

Did not complete their walkthrough due to injury

Jim did get an estimate for the parking lot resealing (as discussed last meeting)

FRIENDS OF THE LIBRARY

Information

Going through a leadership change at the moment, and looking to expand

OLD BUSINESS

Information

Print all meeting docs for Carole

Jimmy will reach out to J-Co to set up the driveway sealing for the summertime. **completed** (building and grounds)

Betty Sue will reach out to the vendors for the floors, to set up their re-sealing.- Finance committee will meet to earmark remaining budgetary funds for projects in the new year. - **completed**

Buildings and Grounds - will do a walk through- see building and grounds

NEW BUSINESS

Need to get update from Attorney in regards to the Policy and Handbook Request from the Friends of the Library- tabled until next meeting

FFRPL Annual Grant ~ sign and approve

Elizabeth explained the grant is to buy supplemental materials, and this is to certify the grant stipulations have been followed.

Budget needs to be approved ~ needs a motion- **completed**

Trustee Training in March

Bonadio Audit Presentation ~ March 12th at 6:15pm

2025 Annual Meeting Election Protocol ~ needs motion- **completed**

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

March 19: Trustee Training, 6pm-8pm
March 26: Trustee Training, 6pm-8pm
March 29: Hoag Library Red Cross Blood Drive, 10am-2pm
May 5: Hoag Library Annual Meeting, 7pm

Items to be added to next agenda:

Discuss first review of donation policy and forms related to donations to the library.
Request from the Friends of the Library- tabled for Betty Sue

Action Items for Next Meeting :

Elizabeth will set up a meeting between herself, Betty Sue, and Linda about the 3D printer trial agreement.
Linda will email Sandra's suggestions to the board for first review.
Buildings and Grounds will complete a walkthrough before the next meeting

ADJOURNMENT @ 8:12 Motion by Jimmy, 2nd by Mary

2024 - 2025

President - Linda Weller **Vice President**- Mary Covell **Secretary**- Dawn Squicciarini **Treasurer**- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ term exp 2025

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Covell ~Rachel Hicks

Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently. **LOCAL HISTORY COMMITTEE**

Sandra Walter ~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter

Chair ~

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Covell ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~ Mary Covell

Chair - Mary Witkop

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
March 12th 2025 7:00 PM

"Where minds wander freely, stories find their home."

Bonadio Audit Presentation ~ March 12th at 6:15pm

CALL TO ORDER @

In attendance:

Jim Babcock- excused Mary Witkop- Present Carole Patterson- present Rachel Hicks-present Allyson DeBoard- excused Dawn Squicciarini- excused Linda Weller-present Sandra Walter- present Kevin Doherty- present Betty Sue Miller- present Elizabeth Haibach- present

REVIEW and ADOPT AGENDA Motion Review and adopt the Agenda

Additions to the agenda-

- Audit report @ 7pm from the Bonadio Group, given by Chelsey Wyant, CPA
- Financial investment presentation by Victoria Tabor of Brighton Securities **Moved by Kevin with those two additions, 2nd Mary- unanimous**

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION Motion Motion to accept minutes from regular Meeting held on February 12th 2025 made by Rachael, 2nd Mary- unanimous

Chelsey Wyant has been working with the library for about 7 years now. Was here in the library working in January with Joanna and Betty Sue and Elizabeth.

Total liability and assets of the library come to \$4,034,782. (pg 6)

Recommendations:

- Have the treasurer review the Amazon statements monthly to confirm all purchases have a level of oversight. No discrepancies were found, but this is best practice. *This has already been implemented after the audit*

Rachael made the following three motions:

- Receive and accept the audit presented by Bonadio Group tonight mary 2- unanimous
- Authorize the signatures required as noted on page 4 of the report- 2nd Mary- unanimous
- Request a final, approved copy of the audit from the Bonadio Group for public processing 2nd Mary- unanimous

Presentation by the library's new Financial Advisor, Brighton Securities Information

There was conversation about the current policies in place, recommendations and examples given from other non-profit organizations, and the differences between policy and procedure. Linda thanked Victoria

DIRECTOR'S REPORT Information FFRLP grant- Betty Sue reminded the board that this grant MUST be used only for supplemental materials, not for regular circulation books.

NYS Annual Report- Linda asked Betty Sue to, as has been done in the past, to print the full report and leave it in a binder at the front desk for any board member to further review at their leisure.

Kevin moved to accept the report, 2nd by Rachael- unanimous

Betty Sue would like the Board's help to do a walk through of the library for any issues for repair or touch ups.

The floor was refinished in March of 2023 iao \$2,400.50, and will be done again this weekend.

There is a problem with one of the main light switches. Replacement of the main switch is this weekend.

Elizabeth has produced a document for Dirk regarding his 3D printer and its loan to/use by the library. It was provided in the board packet for this meeting, and if there are no changes or recommendations to that document, Betty Sue and Elizabeth will review it with him and report back to the board.

Motion to tentatively accept the 3D printer agreement if it is agreed to and signed by Betty Sue, Elizabeth, and Dirk- made by Mary, 2nd Rachael- unanimous

Also included in the Director's report was information about the Outreach the Library staff is doing, particularly in the High School, and Betty Sue's progress on the policy handbook with the attorney.

E-Rate- Linda shared some information about this grant. There was some discussion around the table as to what can be completed with the money, where it comes from, and what *may be needed to complete the grant.

REPORTS and REQUESTS FROM COMMITTEES Information FINANCE COMMITTEE

Information

PERSONNEL COMMITTEE Information Did not meet

LOCAL HISTORY COMMITTEE Information The board received the form and policy Sandra came up with this month. Betty Sue will reach out to Ibrahim Tariq about this in their work on the policy handbook.

NOMINATIONS and ELECTIONS COMMITTEE Information Petitions for open trustee

positions will be available at the Circulation desk March 13

PLANNING COMMITTEE Information Did not meet

BUILDING AND GROUNDS Information FRIENDS OF THE LIBRARY Information

OLD BUSINESS Information -Print all meeting docs for Carole

-Update from Attorney in regards to the Policy and Handbook

NEW BUSINESS

Reminder:

When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

March 19 This has been rescheduled to April 16th: Trustee Training: "Sharpen Your Open **Link was sent to your email by NIOGA**

Meetings Law Game," 6pm-8pm March 26: Trustee Training: "First Amendment Fundamentals for Library Trustees" 6pm-8pm

March 29: Hoag Library Red Cross Blood Drive, 10am-2pm

April 9th: Regular Meeting of the Trustees

May 5: Hoag Library Annual Meeting, 7pm

October 8: Trustee Training: "Library Trustees and Local Government: Good Practices for Great Relationships," 6pm-8pm (same night as Trustee meeting)

October 22: Trustee Training: "Public Library Budgets, Construction, and the ADA," 6pm-8pm

Items to be added to next agenda:

Approve the ballot for the Annual Meeting

Action Items for Next Meeting :

Betty Sue coordinate needed plaques for the library

Betty Sue will find out the time of the Friends' celebration for the Library's 125 year birthday, and send an email to the board so they can try to attend

Betty Sue will reach out to Ibrahim Tariq about the donation policy

Betty Sue will send the current investment policy to Victoria for review.

Elizabeth will set up a meeting between herself, Betty Sue, and Linda to finalize the 3D printer trial agreement.

ADJOURNMENT @ 8:20 motion made by Mary, 2nd by Rachael- unanimous

2024 - 2025

President - Linda Weller

Vice President- Mary Witkop

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ term exp 2025

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Witkop ~ Rachel Hicks Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter Chair

Carole Patterson

~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter Chair ~ Allyson DeBoard

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Covell ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~ Mary Covell

Chair - Mary Witkop

Minutes for
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 9th 2025 7:00 PM

"Where minds wander freely, stories find their home."

Ibrahim Tariq meeting with board before meeting at 6:15pm

CALL TO ORDER @ 7:04pm

In attendance:

Jim Babcock- present Mary Witkop- present Carole Patterson- present Rachel Hicks-
absent Allyson DeBoard- present Dawn Squicciarini- present Linda Weller-present
Sandra Walter-present Kevin Doherty- present Betty Sue Miller- present Elizabeth
Haibach

REVIEW and ADOPT AGENDA Motion Review and adopt the Agenda Kevin Doherty asked for the first review of the Policy Manual changes to the board as a motion to be updated under old business, to be clear on the action. **Kevin Doherty made the motion to accept with that addition, 2nd Mary Witkop- unanimous**

Presentation to the board by Ibrahim Tariq from Harris Beach Murtha on changes to the policy manual - occurred prior to the beginning of the meeting.

PUBLIC FORUM OPPORTUNITY

Jay Fuller came to thank the Library for all of the opportunities people have at the library, especially for seniors in the area. He said it is a positive place and all the programs are a boost to the community and the people.

REVIEW and POTENTIAL ADOPTION Motion Motion to accept minutes from regular Meeting held on March 12th 2025

Dawn Squicciarini pointed out that a hyphen and space need to be added under the adoption of the minutes for the February meeting.

With this addition, Dawn Squicciarini moved to accept the minutes, 2nd Mary Witkop unanimous

DIRECTOR'S REPORT Information Betty Sue Miller shared some interest in the Norwegian ship travelling from Norway to NY harbor this summer. For other information, please read her full report. Betty Sue Miller, Kevin Doherty, and Jim Babcock completed the walk through and they will send a comprehensive list as they have time to review each item.

REPORTS and REQUESTS FROM COMMITTEES

FINANCE COMMITTEE Information Did not meet this month

PERSONNEL COMMITTEE Information Did not meet this month

Personnel will meet to discuss the future of local history and Dee's vision for the future, and also the rollout of annual reviews.

LOCAL HISTORY COMMITTEE Information Did not meet this month

NOMINATIONS and ELECTIONS COMMITTEE Information Met on Monday; only one completed petition has been turned in, so only one candidate is running for the two open positions. There was some discussion about potential outcomes, all of which need to wait until the election is over.

PLANNING COMMITTEE Information Did not meet this month

BUILDING AND GROUNDS Information After the walk through with Betty Sue Miller as mentioned in the director's report- Mary Witkop shared that there is money in the budget for this in the rollover funds from last year.

Kevin Doherty made a motion to authorize Betty Sue Miller to move forward with the painting project per the estimate Jim Babcock presented, not to exceed \$6,000 in labor, 2nd Dawn Squicciarini- unanimous

FRIENDS OF THE LIBRARY Information Plant and book sale will be in May- Michael Weller is the library representative to the friends. Betty Sue Miller will let the board know

OLD BUSINESS Information Print all meeting docs for Carole Patterson

Update from Attorney in regards to the Policy and Handbook- happened before meeting
Request from the Friends of the Library- The Board Policy for naming rooms was established, and the board is unable to rename the room. Several board members shared their ideas for celebrating Mrs. Braumbach's numerous contributions and service to the library, and are in favor of acquiring a plaque in her memory. The board has asked Betty Sue Miller and Elizabeth Haibach to coordinate with the Friends.

In New York State, public library trustees are required to complete a minimum of two hours of trustee education annually. The Nioga Library System has contracted with Attorney, Stephanie Adams to conduct four, two hour workshops (two in March, two in October). Laptops will be set up both evenings in April.

Discuss first review of donation policy and forms related to donations to the library.
This is in the Policy Handbook, distributed for first review today (pg 20).

NEW BUSINESS

First read of the Policy Handbook, as presented by Ibrahim Tariq from Harris Beach Murtha prior to the start of the regular meeting

NIOGA meeting- in the past, Board members have paid for their own tickets and library staff tickets are paid for. Jim Babcock suggested that Trustees should be paid for by the library, and that should be included in the budget in the future. Linda Weller suggested that this could be added to the budget as a line item for Board Expenses.

Reminder:

When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

April 9th: Regular Meeting of the Trustees

Nioga Library System Civil Rights Training 5:30 to 6:30pm

May 5: Hoag Library Annual Meeting, 7pm

October 8: Trustee Training: "Library Trustees and Local Government: Good Practices for Great Relationships," 6pm-8pm (same night as Trustee meeting)

October 22: Trustee Training: "Public Library Budgets, Construction, and the ADA," 6pm-8pm

Items to be added to next agenda:

Action Items for Next Meeting :

Elizabeth Haibach will set up a meeting between herself, Betty Sue Miller, and Linda Weller about the 3D printer trial agreement.

Buildings and Grounds will complete a walkthrough before the next meeting

Allyson DeBoard will reach out to Ashley Sanders to see how school students are utilizing the library.

Betty Sue Miller will call GoForth electric about the lights by the staff door.

ADJOURNMENT @ 8:33 motion by Kevin Doherty, 2nd Jim Babcock- unanimous 2024 - 2025

President - Linda Weller

Vice President- Mary Witkop

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop- term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ term exp 2025

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Witkop ~Rachel Hicks Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter Chair

Carole Patterson

~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter Chair ~ Allyson DeBoard

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Witkop ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson DeBoard ~Mary Witkop Covell

Chair - Mary Witkop

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
May 14th 2025 7:00 PM

Meeting Canceled

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

"A library is not just a place for books — it's a gateway to every world imaginable."

June 11 2025 7:00 PM

CALL TO ORDER @ 7:02pm by Mary Witkop (VP)

In attendance:

Jim Babcock- present Mary Witkop- present Carole Patterson- present Rachel Hicks - excused Allyson DeBoard- present Dawn Squicciarini- present Linda Weller - excused Sandra Walter - excused Kevin Doherty- present Betty Sue Miller- present Elizabeth Haibach- present

REVIEW and ADOPT AGENDA Motion Review and adopt the Agenda

Kevin Doherty moved to adjust the buildings and Grounds presentation to before the public forum opportunity, and to approve the agenda with that one adjustment, 2nd Dawn Squicciarini- unanimous

BUILDING AND GROUNDS Information

Jim shared that he spoke with Colonna for sealing and striping the employee parking lot, and that it would be 2-3 weeks at best.

Kevin Doherty said the committee is still trying to set up a time for an architect walkthrough, and suggested having a different firm do it just to see what they have to say.

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION Motion Motion to accept minutes from regular Meeting held on April 9th 2025

No Meeting held in May due to Annual Meeting

Kevin Doherty moved to accept the minutes as presented, 2nd Carole Patterson- unanimous

DIRECTOR'S REPORT Information -NIOGA shared how they receive a discount on internet services, one of which requires specific filters to ensure children have no access to inappropriate sites, on all of the computers that the public has access to.

Betty Sue Miller also shared the flier for the Summer Reading Program, some info about programs and the times of the programs.

Betty Sue Miller was given NIOGA's Outstanding Service Award at the annual banquet.

REPORTS and REQUESTS FROM COMMITTEES Information FINANCE COMMITTEE Information Did not meet this month

PERSONNEL COMMITTEE Information Plans to set up a meeting date tonight.

LOCAL HISTORY COMMITTEE Information Did not meet, but there is a recognition ceremony at the school later this week where the volunteer, Zach Baron, will be celebrated. Betty Sue Miller and Dee Robinson will attend.

NOMINATIONS and ELECTIONS COMMITTEE Information Did not meet, not currently needed.

PLANNING COMMITTEE Information Did not meet this month.

BUILDING AND GROUNDS Information Information noted above

FRIENDS OF THE LIBRARY Information Betty Sue Miller shared some of the things going on with the Friends

OLD BUSINESS Information Print all meeting docs for Carole
Discuss first review of donation policy and forms related to donations to the library.

Second Read of the Policy Handbook

-Kevin moved to accept the Policy Handbook as presented and already read through once, 2nd by Dawn Squicciarini- unanimous

Second read of the adjustment to the Policy Handbook

-Kevin moved to adjust the newly accepted policy handbook to include the provision presented last meeting about people bringing items and sleeping in the library, 2nd Allyson Deboard- unanimous

3D Printer update

There was some discussion around the table about the liability of the library if something happens to the machine.

Building and Grounds Walkthrough Update

Allyson DeBoard update on how students are utilizing the library

Betty Sue Miller will reach out to Mr. Edwards over the summer to set up a plan for an open house,

but also for future projects together.

Betty Sue will call GoForth electric about the lights by the circulation desk- has reached out, 'he's looking into it'

NEW BUSINESS

Building Condition survey - discussed during the Building and Grounds Committee

Reminder:

When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

October 8: Trustee Training: "Library Trustees and Local Government: Good Practices for Great Relationships," 6pm-8pm (same night as Trustee meeting) In New York State, public library trustees are [required to complete a minimum of two hours](#) of trustee education annually. October 22: Trustee Training: "Public Library Budgets, Construction, and the ADA," 6pm-8pm

Items to be added to next agenda:

Action Items for Next Meeting :

Betty Sue Miller will call the attorney to move forward with the policy handbook

AND mention what the library needs to be safe from liability for the printer

Betty Sue Miller will reach out to Goforth again about the lights by the circulation desk

ADJOURNMENT @ 8:00 moved by Kevin Doherty, 2nd by Dawn Squicciarini- unanimous

2025 - 2026

President - Linda Weller

Vice President- Mary Witkop

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2027

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ term exp 2029

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Witkop ~ Rachel Hicks Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter Chair

Carole Patterson

~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter Chair ~ Allyson DeBoard

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Witkop ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~ Mary Witkop

Chair - Mary Witkop

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
July 9th 2025 7:00 PM

Meeting Canceled

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
August 13th 2025 7:00 PM

"A library is a playground where books whisper secrets, time takes naps, and curiosity runs wild."

CALL TO ORDER @ 7:02 pm

In attendance:

Jim Babcock- present Mary Witkop- present Carole Patterson-present Rachel Hicks-
excused Allyson DeBoard- present Dawn Squicciarini- present Linda Weller- present
Sandra Walter- excused Kevin Doherty- present Betty Sue Miller- present Elizabeth
Haibach- present

REVIEW and ADOPT AGENDA Motion Review and adopt the Agenda

**Motion to adopt as presented by Kevin Doherty,
2nd Dawn Squicciarini - unanimous**

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION Motion Motion to accept minutes from regular Meeting

held on June 11th 2025 -

**Motion to adopt as presented by Carol Patterson
2nd by Mary Witkop- unanimous**

No Meeting held in July

DIRECTOR'S REPORT Information

Summer reading has been going well- Betty Sue Miller shared the different activities, including Elizabeth Haibach reading weekly at the park program.

Dr Bell asked if the Library would be a Cooling Center this summer. A grant was provided to cover some of the costs, and he is hoping to use the data from this summer to apply for a grant to be a Cooling Center again next summer.

Betty Sue Miller shared a picture of the type of lights she would like for the Main Desk area

REPORTS and REQUESTS FROM COMMITTEES Information FINANCE COMMITTEE

Information

Did not meet since the last meeting. Kevin mentioned that the library should use the line of credit, just to use it and keep it in good standing.

PERSONNEL COMMITTEE Information Did not meet.

LOCAL HISTORY COMMITTEE Information Did not meet.

NOMINATIONS and ELECTIONS COMMITTEE Information Did not meet.

PLANNING COMMITTEE Information Did not meet.

BUILDING AND GROUNDS Information Building and Grounds Walkthrough Update

The filters on the HVAC system we checked as part of regular maintenance,

Architectura the new architectural firm did a walk through

FRIENDS OF THE LIBRARY Information

Betty Sue Miller shared that the Friends would like to purchase a 3-D Printer for the library to have/keep in the library

OLD BUSINESS Information

Print all meeting docs for Carole

3D Printer update- the Friends will be purchasing (see director's report & Friends)

Allyson DeBoard update on how students are utilizing the library

Betty Sue Miller will reach out to Mr. Edwards over the summer to set up a plan for an open house, but also for future projects together.

NEW BUSINESS

Building Condition survey - met with Architechs

The introduction and walkthrough was completed.

The complete survey will be completed at a later date, set up by the Building and

Grounds committee

Reminder:

When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

August 20: Summer Reading Finale w/ Yohe Wagon Rides and Serenity Acre Farm

October 8: Trustee Training: "Library Trustees and Local Government: Good Practices for Great Relationships," 6pm-8pm (same night as Trustee meeting) In New York State, public library trustees are [required to complete a minimum of two hours](#) of trustee education annually.

October 22: Trustee Training: "Public Library Budgets, Construction, and the ADA,"

6pm-8pm **Items to be added to next agenda:**

Action Items for Next Meeting :

Elizabeth Haibach will reach out to the Batavia library to ask about their drive-up book drop.

Kevin Doherty will create the master schedule for building upkeep, to give to the planning committee for review

Kevin Doherty will get contact for the internship program in Genesee County

ADJOURNMENT @ 7:49pm

Motion made by Kevin Doherty to adjourn the meeting
2nd Dawn Squicciarini- unanimous

2025 - 2026

President - Linda Weller

Vice President- Mary Witkop

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028
Jim Babcock - term exp 2028
Dawn Squicciarini - term exp 2027
Mary Witkop - term exp 2026
Rachael Hicks - term exp 2026
Linda Weller - term exp 2026
Allyson DeBoard - School Appointee
Sandra Walter ~ Village Appointee
Kevin Doherty ~ term exp 2029

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard
Chair - Allyson DeBoard
~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Witkop ~ Rachel Hicks
Chair - Rachel Hicks
~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter Chair
Carole Patterson
~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter Chair ~ Allyson DeBoard
~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Witkop ~ Carole Patterson
Chair - Mary Witkop
~ Meets as needed to review Director and job descriptions and develop pay schedule
must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~ Mary Witkop Chair - Mary Witkop

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
September 10th 2025 7:00 PM

Meeting Canceled

DRAFT DRAFT DRAFT
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
October 8th 2025 7:00 PM

**“A community’s heart beats in its library—where stories are shared, curiosity is welcomed,
and every visitor belongs.”**

CALL TO ORDER @ 7:06pm

In attendance:

Jim Babcock -present	Mary Witkop- excused	Carole Patterson-present
Rachel Hicks- present	Allyson DeBoard- excused	Dawn Squicciarini- excused
Linda Weller- present	Sandra Walter- present	Kevin Doherty-present
Betty Sue Miller-present	Elizabeth Haibach-present	

REVIEW and ADOPT AGENDA

Motion

Review and adopt the Agenda

Add Architecura proposal under Buildings and Grounds

Add Information about the outdoor bookdrop under Old Business

Kevin Doherty moved to approve with the above additions, 2nd Rachael Hicks- unanimous

PUBLIC FORUM OPPORTUNITY

No one present at this time

REVIEW and POTENTIAL ADOPTION Motion

Motion to accept minutes from regular Meeting held on August 13th 2025

No Meeting held in September

Motion to approve as is by Rachael Hicks, 2nd Jim Babcock- unanimous

DIRECTOR'S REPORT

Information

Received the one update by email on September 10th-

The building grant paperwork has been submitted and provisionally approved @ 90%. Last year’s grants were also approved, but no money has yet been received.

Jim Babcock and Betty Sue Miller have also looked at installing some permanent hooks along the hallways to make hanging artwork easy to do and exchange.

Betty Sue Miller also shared how popular the art squares included in the children’s summer reading program bags that were painted and returned.

Betty Sue Miller shared an Itemized bill that was provided in the director’s report, and will be reviewed under old business.

Today, the Friends approved the purchase of a 3D printer for the library. Michael Weller will be in charge of researching the purchase and learning how to work the printer.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

September 2nd Finance Committee Meeting Notes were sent out by email on September 10th

- Budget preparation is in full swing, with the following noted:
- Min wage will be going up
- Hoopla prices are going up
- Utilities are going up across the board
- Insurance renewal documents are in order, with some raises in costs that are accounted for
- Elizabeth Haibach is looking into insurance premium changes for health care to anticipate future costs for the budget and is working with a broker to be prepared for any changes if necessary.
- Software updates have occurred this year and contingency funds expect to remain the same.
- School budget request of \$657,560.00 has been delivered to the school

PERSONNEL COMMITTEE

Information

Did not meet

LOCAL HISTORY COMMITTEE

Information

Did not meet

NOMINATIONS and ELECTIONS COMMITTEE

Information

Not at this time

PLANNING COMMITTEE

Information

Did not meet this month

BUILDING AND GROUNDS

Information

Building and Grounds Walkthrough Update- Jim and Betty Sue Miller gave a walk through to show off the furniture and other items donated by Conrad Cropsey.

Architectura proposal (provided)- Kevin Doherty shared information about the process of the architectural walkthrough- what they plan to provide and what the Buildings and Grounds committee was looking for.

The buildings and grounds committee recommends the board accept Architectural and Engineering Services Proposal Building Condition Survey submitted by Architectura in July of 2025, not to exceed \$11,700- unanimous

FRIENDS OF THE LIBRARY

Information

OLD BUSINESS

Information

-Discuss first review of donation policy and forms related to donations to the library.- tabled until the next meeting.

-Allyson DeBoard update on how students are utilizing the library- excused for this meeting.

-Elizabeth Haibach reached out to the Batavia Library for information about an outdoor bookdrop where the patron would not need to leave their car. Betty Sue Miller shared some of the different options. Linda Weller suggested Betty Sue Miller share her info with the Building and Grounds committee, and the committee to come back next meeting with a recommendation.

-Kevin Doherty will create the master schedule for building upkeep, to give to the planning committee for review- this has not yet happened

Kevin Doherty contacted the internship program in Genesee County- BOCES has a deal with the -Economic Development Agency, and so there are some hindrances in place for building things (example of the outdoor bookdrop). The Orleans BOCES is a little more flexible, but their welding class will not be prepared to do things like this until close to the end of the year.

-Jim Babcock shared that there is mold in the duct work in a location near the circulation desk. It was suggested that Betty Sue Miller purchase a test kit to insure the type of mold. Once that is determined, Traine is the current HVAC provider for the library, so it was discussed that they should be called to see their options for remediation.

-Presentation of the final bill from Harris, Beach, Murtha, Attorneys at Law; by Betty Sue Miller, for approval of payment of invoice #12548180 for the Policy Handbook and additional related review.

Jim Babcock moved to approve as stated above, 2nd by Rachael Hicks- unanimous

Print all meeting docs for Carole

NEW BUSINESS

Phone tree update needed - old employees and covid messages on there

Reminder:

When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

October 15: Trustee Training: "Library Trustees and Local Government: Good Practices for Great Relationships," 6pm-8pm

In New York State, public library trustees are [required to complete a minimum of two hours](#) of trustee education annually.

October 13 Indigenous People's Day: Open regular hours

October 29: Trustee Training: "Public Library Budgets, Construction, and the ADA," 6pm-8pm

November 11 Veteran's Day: ~ Open regular hours!

November 26: Thanksgiving eve ~ 10am-5pm (closing early)

November 27: Thanksgiving ~ Closed

December 24 & 25: Christmas ~ Closed

December 31: 10am-5pm New Years Eve ~ (closing early)

January 1: New Years Day ~ Closed

Items to be added to next agenda:

-Discuss first review of donation policy and forms related to donations to the library.

-Allyson DeBoard update on how students are utilizing the library.

Action Items for Next Meeting :

-Kevin Doherty will create the master schedule for building upkeep, to give to the planning committee for review.

-Kevin Doherty will update the phone list and train an employee to do the same.

-Kevin Doherty will seek referrals for air quality monitoring

ADJOURNMENT @ 8:21

Motion made by Jim Babcock, 2nd by Sandra Walter- unanimous

2025 - 2026

President - Linda Weller

Vice President- Mary Witkop

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2027

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ term exp 2029

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Witkop ~Rachel Hicks

Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter Chair

Carole Patterson

~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter Chair ~ Allyson DeBoard

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Witkop ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~Mary Witkop

Chair - Mary Witkop