

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 10th 2024 7:00 PM

Meeting Canceled

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
February 7th 2024 7:00 PM

MEETING CALLED TO ORDER @ 7:02

Jim Babcock- present Mary Covell- present Kevin Doherty- present
Veronica Morgan- excused Rachel Hicks- present Allyson DeBoard- excused
Dawn Squicciarini- present Linda Weller- present Sandra Walter- present
Betty Sue Miller- present

REVIEW and ADOPT AGENDA Motion

Motion to accept the proposed Agenda as is by Kevin,
2nd Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

No members of the public at this time

REVIEW and POTENTIAL ADOPTION Motion

Minutes from regular Meeting held on December 13th, 2023

Motion to accept as they are by Rachel,

2nd Mary- unanimous

DIRECTOR'S REPORT Information

Window Treatments Some of the window treatments have been replaced already, and the rest are scheduled.

Betty Sue is asking at this meeting for the Board's approval to finish this project as the quote is just above her

discretionary amount for all the windows in the building.

Kevin moved to have Drapery Industries complete the replacement of the remaining shades at the quoted price,

2nd by Jim- unanimous

Linda thanked Betty Sue for all the work that went into this project to make sure they are the best option.

Betty Sue also shared that the previous digital literacy partnership representative with Cornell Cooperative

Extension has left the area. She shared the use of the hotspots (currently there are two, with a third on the

way), and there does not seem to be too much use of them. There was some discussion about the County's

internet project, and if there was a way to be a part of that. Betty Sue will look into it for future plans.

Betty Sue shared that a board member's family in another location has a cooperative library summer program,

where all of the libraries participate and there is a 'passport' which is stamped at each library visited in the system. Betty Sue will keep looking into this and is happy to listen to suggestions from anyone who has an idea on this topic.

Betty Sue shared the list Joanna created about the duties she performs for the library on a monthly basis.

There was a discussion around the table about the need for some type of formal document, if nothing else to

cover the library if/when they need to replace Joanna for these services.

Betty Sue will check with Millenium Roads on a certificate of insurance, to confirm there is one in place for these services.

Betty Sue shared that this weekend the library was very full, with several groups in attendance, a playdough

group in the children's library, and a professor from RIT to speak about the upcoming eclipse.

Betty Sue also shared, not from the report, multiple incidents with a patron and her dog which she said was a

service dog. The dog jumped on another patron, growled at others, off of his leash bothering people, and

generally caused a scene. Betty Sue did review the policies from NYS and ADA, to confirm she had acted

correctly in this situation.

Betty Sue shared that many local businesses and all of the area schools will be closed for the solar eclipse on

April 8th of this year. The county, the village, and many of the local schools are planning programs for this day.

Betty Sue asked if, instead of trying to have a competing activity, should the library close for the day or even

part of the day for the event. Especially because Albion is within the path of totality, there could potentially be

an immense amount of incoming tourists. There was discussion around the table about the use of the library

the day of- how many potential patrons, new library users or supporters, and how many people would only use

the parking lot and the bathroom.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information

Bonadio was out for a day to collect information in order to complete their audit. Rachel reminded

everyone they will present their audit directly before the March meeting, and then present again for the public

Rachel shared that Elizabeth will contact the school to be placed on the ballot for the school board vote. More accurate groupings of expenses will be done by Joanna, but she is waiting until after the audit is complete/presented to make any changes. Rachel shared that with the approvals from the board, she spoke with a financial advisor, but they were waiting on the board to approve the investment policy before they could move forward with creating an investment plan for the library. Rachel said the committee is planning to contact multiple financial advisors for a proposal for the library to review, but that the committee is dedicated to staying as local as possible for this. She also said to please reach out to her if someone has a name or recommendation of a person she should reach out to for this.

PERSONNEL COMMITTEE Information

Did not meet this month

LOCAL HISTORY COMMITTEE Information

Sandra has some information about the Medina hospital, and is working with Dee on information about Arnold Gregory. She plans to be done by the end of this month and ready to move forward.

NOMINATIONS and ELECTIONS COMMITTEE Information

Motion Election Protocol approval - Attached in packet

Elizabeth reminded the board that this year will have two open positions. The election protocol is included in the board packet, and has not really changed much beyond the dates from the last few years.

Linda read through the timelines for this year, and it was noticed that there was a conflict with the dates.

Kevin moves to accept the election protocol as shared, except to move the due date of the petitions to 5pm on Friday, April 5th, 2024-

2nd Jim- unanimous

PLANNING COMMITTEE Information

BUILDING AND GROUNDS Information

Did not meet this month

FRIENDS OF THE LIBRARY Information

The Friends did not meet this month, but did share with Betty Sue that they welcome any ideas on how to revamp their Tasty Treats. There was some discussion around the table of options, changes, and

how other area, and out of area, fundraisers work and how much they charge for events like this.

OLD BUSINESS Information

- Print all meeting docs for Veronica

Reviewed last meetings to do list, shared the info and retained three items to complete by next meeting.

NEW BUSINESS

Linda shared that the school, due to construction, would like to have the school board vote at the

library this year on May 21st. There was discussion around the table about the events that usually

take place at the vote, including the FFA chicken BBQ and, potentially, a marching band presentation.

Many board members shared that they would love to have more community activities here and to

strengthen the partnership with the school. Betty Sue was asked to reach out to Mr. Edwards and

share that the library would welcome this year's vote, and the accompanying activities, for this year. If

this year is successful, the board sees this as a potential long term partnership barring any problems

that arise in this first year.

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

Items to be added to next agenda:

Action Items for Next Meeting :

- Betty Sue will reach out to the attorney to set up a face to face meeting with him, herself, and Linda to begin these changes (molestation policy, GL account, new applications, and other policy changes).

- Buildings and Grounds will look into installing sound dampening panels for the ceiling-

- Kevin will update the spreadsheet Linda has already created with the trainings for this year/board

- Betty Sue will reach out the Mikey Edwards to discuss moving the school board vote to the library for this year

ADJOURNMENT-

motion made by Jim @8:15pm,

2nd by Mary- unanimous

**Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
March 13th 2024 7:00 PM**

CALL TO ORDER @ 7:02

Jim Babcock- present Mary Covell- present Kevin Doherty- present
Veronica Morgan- absent Rachel Hicks excused Allyson DeBoard- present
Dawn Squicciarini- present Linda Weller- present Sandra Walter- present
Betty Sue Miller- present Elizabeth Haibach- present

Audit Report by Bonadio Group- presented by

Please see Report presented by Bonadio & Co., LLP Certified Public Accountants

Presented as unbiased report- no changes suggested

No significant changes or policy updates this year.

While overall, due to some changes in staff funding in the budget for new positions and COLA, there was a deficit of \$89K, this includes the parking lot maintenance and \$150K in the depreciation of equipment

There is also a line item for liabilities, meaning the EV chargers.

There are no new recommendations for this year, as policies were reviewed and updated prior to the audit. It was also noted that the final 990 form has been completed, with answers consistent to previous years, and is a public document. Betty Sue asked how much of this information is required to be shared on the Library's website, and she was informed that when everything is signed and finalized, Chelsey will send her a public disclosure form, with individual names removed and that document may be shared and posted on the website as is its purpose.

Thanks and appreciation for the work the Bonadio Group did for the audit and throughout the year was noted.

Kevin moved to accept the audit as presented, authorize President Linda Weller to sign the 990 form and request the Bonadio Group provide the Public Disclosure form, 2nd Mary- unanimous

REVIEW and ADOPT AGENDA Motion

Motion to accept the proposed Agenda

Moved by Mary, 2nd by Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

No one present at this time
REVIEW and POTENTIAL ADOPTION Motion

Minutes from regular Meeting held on February 7th 2024
Motion by Jim,
Seconded by Mary- unanimous

DIRECTOR'S REPORT Information In Packet- please ask if you have any
specific questions

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information

Documents in packet -Rachael, as the treasurer, is shopping around the recently adopted investment policy to different entities. At this time she is the single contact person for this endeavor, so there is no confusion or overlap between conversations.

PERSONNEL COMMITTEE Information Did not meet

LOCAL HISTORY COMMITTEE Information

Is meeting with Dee on Monday. Linda asked Sanrda so send out what they are working on for the board to review and interest.

NOMINATIONS and ELECTIONS COMMITTEE Information

Signature forms will be available at the circulation desk tomorrow, with two seats up for election. Kevin reminded everyone that a person does not need to use the form the library provides as long as they have 25 signatures with the correct information included.

PLANNING COMMITTEE Information

Did meet this month, and Dawn provided some of the previous information included in the handbook. They met with Elizabeth to make some goals and make plans for the future. Betty Sue shared some suggestions from the attorney about how to word things to protect the library as a guide, but not to be so specific that any change requires board review and approval, or ties the hands of the staff

before acting.

BUILDING AND GROUNDS Information

Did not meet, but an acoustic tile maker came out to review existing products and potential future needs. Kevin shared one of the 'clouds' needs replacing and something for the ceiling in the current meeting room are the only real needs they saw.

Jim also suggested that Jim, Kevin, Elizabeth, and someone else if wanted, need to do a walk around the building in full to look for potential damage/areas in need of repair.

FRIENDS OF THE LIBRARY Information

Their minutes for the past two meetings were added in the board packet. They are looking for alternatives to Tasty Treats, though nothing has come up yet.

OLD BUSINESS Information

Print all meeting docs for Veronica

- Betty Sue met with Mickey Edwards today and Mr. Grillo last week to coordinate the Summer Parks Program, Albion's Summer School, and the Summer Reading Program. There was some talk about field trips, sending reading logs to the school, and creating memory jars as part of the Reading Program's activities. Betty Sue noted that Mr. Edwards and Mrs. Curtain were both very excited to work together with the Library.
- There was discussion around the table about being open for the eclipse. **Motion** Jim moved to have close the library on April 8th due to the eclipse,
2nd by Allyson- 5 in favor, 2 opposed
- Betty Sue presented the annual report to present to the school before the vote **Motion** Kevin moved to for the board to accept,
2nd Sandra- unanimous

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. Attendance is required at the monthly board meetings. Please notify Linda or Betty Sue if you are unable to attend.

UPCOMING EVENTS

Items to be added to next agenda:

Action Items for Next Meeting :

- Buildings and Grounds, with Elizabeth and Betty Sue, will complete a walkthrough of the property before the next meeting to look for any upkeep needs
- Jim will meet with Betty Sue to look over the vents

ADJOURNMENT @ 8:09

Moved by Jim, 2nd by Mary- unanimous

DRAFT DRAFT DRAFT
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 10th 2024 7:00 PM

CALL TO ORDER @ 7:00

| | | |
|----------------------------|-----------------------|----------------------------|
| Jim Babcock- present | Mary Covell- present | Kevin Doherty- present |
| Veronica Morgan- present | Rachel Hicks- present | Allyson DeBoard- present \ |
| Dawn Squicciarini- present | Linda Weller- present | Sandra Walter -excused |
| Betty Sue Miller- present | | |

REVIEW and ADOPT AGENDA

Motion

Motion to accept the proposed Agenda
Kevin moved,
Jim 2nd- unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on March 13th 2024
Kevin moved to accept as presented,
2nd Mary- unanimous

DIRECTOR'S REPORT

Information

School board elections will definitely be held here this year, and the accompanying District Art show will also be here at the same time.

Conversation about the policy handbook, and additional window shades.

Betty Sue shared details in the report, about a Holley high school student who is interested in working on a local history project.

Betty Sue may also look into a summer only, closed time project, for her to scan documents into the newly donated scanner.

Shut in services talk at the Batavia Catholic Charities-

Betty Sue will give detailed list of computer and technology updates are also in the report- everything works together now!

There was a leak in the sprinkler system- has a temporary fix, proposal for additional, permanent fix. Tim Newton's crew fixed up the lawn in preparation for the nice weather.

Already have multiple programs set up for the summer reading programs.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Plumbing issue- full repair is \$1,400 so under Betty Sue's limit

Morgan Stanley has still not rolled over b/c meetings with two new advisors (Ben and Victoria Tabor) in the next few weeks and so is waiting until after those to make further decisions.

NIOGA annual meeting is coming up- Board members will pay for their own tickets if they choose to go, but employees will be covered by the library.

Line of Credit- committee feels it should be utilized a few times a year, at least two, even if the library has the money, to keep it fluid and usable.

PERSONNEL COMMITTEE

Information

LOCAL HISTORY COMMITTEE

Information

NOMINATIONS and ELECTIONS COMMITTEE

Information

Trustee petitions

4/9- verified petitions for Kevin Dhoerty, Carole Patterson, and Jim Babcock.

A 4th person was not qualified due to not living in the service area of the library, as required by the bylaws.

Elizabeth emailed that person to inform them of the disqualification and reason, but invited them to participate with the library in other ways.

Ballots

Linda drew names from a basket for the order in which names will appear on the ballot.

#1- Kevin Doherty

#2- Jim Babcock

#3- Carole Patterson

The next step is for candidates to send their bio to Elizabeth for her to place on the website.

PLANNING COMMITTEE

Information

BUILDING AND GROUNDS

Information

Window cleaning will take place with a new company this year.

Elizabeth will call the window cleaners.

Jim and Kevin inspected the vent and it needs to be looked at again before it can be fixed.

Did not meet this month

OLD BUSINESS

Information

Print all meeting docs for Veronica

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

- May 6, 7pm: Hoag Library Annual Meeting
- May 8th, 7pm: Monthly Board Meeting
- May 21: ACS District Budget Vote
- May 23: Nioga Annual Meeting
- October 16 & 23: Trustee Training

Items to be added to next agenda:

Action Items for Next Meeting :

- Linda will reach out to John Nutter about the progress of the policy book
- Elizabeth will contact Wash Rescue about window cleaning
- Buildings and Grounds will further investigate the vent to report on next meeting
- Three candidates will send Bios to Elizabeth for her to put on the website

ADJOURNMENT @ 7:35-

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

2023 - 2024

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

| | |
|-----------------------------------|------------------------------------|
| Kevin Doherty - term exp 2024 | Jim Babcock - term exp 2024 |
| Dawn Squicciarini - term exp 2025 | Mary Covell - term exp 2026 |
| Rachael Hicks - term exp 2026 | Linda Weller - term exp 2026 |
| Morgan term exp 2027 | Allyson DeBoard - School Appointee |
| Sandra Walter ~ Village Appointee | |

Veronica

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 once a month week before meeting

Local History:

Veronica Morgan ~Sandra Walter ~ no schedule

Nominations and Elections Committee:

Veronica Morgan ~Sandra Walter

~ 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