

DRAFT DRAFT DRAFT

Agenda 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 @

In attendance:

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

REVIEW and ADOPT AGENDA

Motion

Review and adopt the Agenda

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

Motion

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

No Meeting held in September

DIRECTOR'S REPORT

Information

Received the one update by email on September 10th

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

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

PERSONNEL COMMITTEE

Information

LOCAL HISTORY COMMITTEE

Information

NOMINATIONS and ELECTIONS COMMITTEE

Information

PLANNING COMMITTEE

Information

BUILDING AND GROUNDS

Information

Building and Grounds Walkthrough Update

FRIENDS OF THE LIBRARY

Information

OLD BUSINESS

Information

Print all meeting docs for Carole

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

Allyson DeBoard update on how students are utilizing the library

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

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

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:

Action Items for Next Meeting :

ADJOURNMENT @

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