

DRAFT DRAFT
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 12th 2023 7:00 PM

To those with ears to hear, libraries are really very noisy places. On their shelves we hear the captured voices of the centuries-old conversations that make up our civilization. ~ Timothy Healy ~

CALL TO ORDER @ 7:03

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

REVIEW and ADOPT AGENDA

Motion

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

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on March 8th 2023
Moved to accept as is by Rachael, 2nd Jim- unanimous

DIRECTOR'S REPORT Information In emailed packet

Betty Sue shared that there is another donation in the name of Roger Lamont, and she will speak with Ingrid about how she would like the money to be spent.

There is another blood drive at the end of the month, and it looks like the library is now in their regular rotation, with another in August and December already on the books.

The Friend's chair auction has been moved back to Strawberry Festival Weekend

Solar Panel savings-the finance committee reviewed the savings and expenditures for and from the solar panels and Betty Sue has this itemized.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information

In emailed packet

The committee decided the library will not pay for tickets for Board members to attend the NIOGA annual meeting/dinner ticket, but they will pay for the librarians' tickets.

As recommended above by the committee- unanimous

Line from 4130 has been changed from "local aid" to "NYS library aid" so it does not cause confusion with taxpayer funds.

As it is a large purchase, the AED possibilities were also reviewed at the committee meeting. Elizabeth shared the new information she now has, after speaking with Scott Buffin. She shared the grant, recommendation for the product, and needs for training, as well as what questions are still outstanding that she has asked and is waiting for responses.

Kevin moved to authorized to purchase the Zoll AED Plus machine from AEDgrant.com and the peripheral expenses up to \$2000, 2nd by Jim- unanimous

Betty Sue will reach out to the attorney and the Bonadio Group for advice on creating a monthly EFT payment reconciliation by the treasurer.

Recommendation of the committee to move funds in the investment account into money markets- unanimous

LOCAL HISTORY COMMITTEE

Members needed

NOMINATIONS and ELECTIONS COMMITTEE

Veronica Morgan brought in her completed petition with the correct number of signatures by certified electors within the service area, and she lives within the district.

Kevin moved to waive the portion of the protocol to draw lots, Dawn 2nd- unanimous

PLANNING COMMITTEE

BUILDING AND GROUNDS

WNY Flooring came in to review the floors and gave the committee a quote iao \$2,405 for floor resurfacing. The committee recommended to Betty Sue to move forward with scheduling this based on the quote and her authorized purchase limit.

Betty Sue had Nathan come from GoForth Electric for a quote iao \$7,320 about the lights, to replace several of the can lights. The whole fixture needs to be replaced in some areas, and any that are not yet LED lights will be upgraded.

The committee recommends to follow through with the quote from GoForth Electric, which has been approved by the treasurer- unanimous

FRIENDS OF THE LIBRARY

Meeting Notes in emailed packet

OLD BUSINESS Updates

NEW BUSINESS

Request for electronic billboard usage

Motion

Letter in emailed packet

Kevin shared that the policy since the sign was installed has been that the library only promotes activities in which the library is a co-sponsor. The concern of some of the board members was that saying yes to one non-library activity opens up more groups to ask for sign use.

At this time, the library will stay with the current policy of only promoting activities in which the Library is a co-sponsor. Betty Sue will offer, when responding, for the village recreation committee to have a lawn sign to be updated weekly with the location of the concert.

Betty Sue received a request for a woman to use the Curtis Room after a funeral, with a large date range asking for availability. The current policy is that meeting rooms are not available for private functions,

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.

UPCOMING EVENTS

Red Cross Blood Drive, April 15

Hoag Library of the SLA Annual Meeting, May 1, 7pm

Items to be added to next agenda:

Action Items for Next Meeting :

Betty Sue will contact Lynn Johnson about the Millenium Roads contract.

Betty Sue will reach out to the attorney and the Bonadio Group for advice on creating a monthly EFT payment reconciliation by the treasurer.

Linda needs to call Morgan Stanley to move funds from the investment account to the money market account.

Betty Sue will respond to John Grillo with the above noted message about sign usage.

Betty Sue will respond to the email request for use of the meeting room with the above noted message.

ADJOURNMENT @ 8:18 moved by Kevin, 2nd by Dawn- 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 **Della**

Morales - School Appointee

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: appointees needed

~ no schedule

Nominations and Elections Committee: appointees needed

~ 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

March 8th 2023 7:00 PM

A library in the middle of a community is a cross between an emergency exit, a life raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination.

~Caitlin Moran~

CALL TO ORDER @ 6:18, and immediately into executive session for the audit presentation by the Bonadio Group
Jim Babcock- present @ 6:57 Mary Covell- present Kevin Doherty- present
Rachel Hicks- present Della Morales- excused Dawn Squicciarini- present
Linda Weller- present Betty Sue Miller- present

Return from Executive session @ 6:50 with a break until 7:00

Return @ 7:03

REVIEW and ADOPT AGENDA Motion Motion to accept the Agenda as is made by Mary C, 2nd by Rachael

PUBLIC FORUM OPPORTUNITY

Presentations:

Catherine Moore of Friends of the Library

The Friends of the Library has four active members, and is looking for some support to advertise their activities from board members.

Bonadio Group - Audit of the Hoag Library

Jothathan Miller, of the Bonadio Group, to present the results of the audit. Chelsea noted in her presentation: They did not identify any material weaknesses in internal control, though they did note internal control improvement opportunities available, which were discussed with management.

Kevin move that the trustees approve the audit as presented, authorize the signature representation letters from management, and authorize the President to sign the e-file form 990- 2nd by Dawn- unanimous

Authorize the officers to sign the engagement letter to the Bonadio Group for next year's audit, 2nd Mary unanimous.

REVIEW and POTENTIAL ADOPTION Motion Minutes from regular Meeting held on December 14th 2022

Mary moves to approve the minutes as is, 2nd Rachael- unanimous

DIRECTOR'S REPORT Information

FINANCE COMMITTEE Motion The committee is recommending that the board authorize the finance committee to move money within the existing Morgan Stanley account to maximize growth.

Mary moved to approve the budget as presented- 2nd Dawn- unanimous

Budget approval Motion Mileage rate Motion The finance committee recommends the library continuously matches the federal mileage rate reimbursement amount if and when that changes- unanimous.

Rachael also shared again several of the notes from the last meeting, where there was not a quorum. Included in her review:

- The budget surplus, including items the staff would like to use some of the money for (Christmas decorations)
 - Roughly \$120,000, of which \$30,000 is a holdover for paving updates
- Updating and formalizing the contract with Millennium Roads regarding Joanna's hours and absences ●
Review of the recommendation to look at Cintas products for an AED and other various safety supplies for the library.
 - Elizabeth also shared how she felt the need for further safety measures regarding blood, sanitary cleanup, and supplies for the medical kit. Betty Sue also noted that safe cleanup may be needed for bloodborne pathogens and other bodily fluids. There was conversation around the table regarding safety measures, proper disposal of sharps and blood cleanup supplies, including the use and need for them.
 - Kevin noted that while the cost of the AED and possible service of the machine is large and requires review by the board at large, the lower cost items are completely under the purview of Betty Sue and the day to day running budget of the library.

LOCAL HISTORY COMMITTEE Motion Members needed
NOMINATIONS and ELECTIONS COMMITTEE - ACTION

Need to appoint people to this committee

MAry and Rachael have joined this committee

Approval protocol **Motion Mary moves to approve the protocol as presented- 2nd Rachael- unanimous**

PERSONNEL COMMITTEE Information Recommend Youth Services Librarian job description and have board approve- unanimous

PLANNING COMMITTEE

BUILDING AND GROUNDS

FRIENDS OF THE LIBRARY

See Presentation Section

OLD BUSINESS Updates

- Rachel will reach out to Joanna about the closing of the 5 Star payroll account. - completed ● 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. This has been sent, and Betty Sue is waiting for attorney response
- Kevin will reach out to Mitch from InfoAdvantage regarding future safety of the server and backups still pending
- Review of Marketing Proposal three month trial under review
 - Kevin recommended speaking with her about an annual giving campaign-
 - Maybe a section of the social media for the friends, specifically the chair auction

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.

Nioga Letter - Opening on the board of Nioga board

Kevin moved to nominate Gloria Nauden to the open NIOGA position, 2nd Mary- unanimous Kevin

moved to accept the annual report as is, and have Betty Sue send to NYS, 2nd Mary- unanimous

Betty Sue shared that the library has received additional donations from former Albion resident Rebecca Greene specifically for buying toys, and the Jonathan Doherty Memorial toy collection, for toys children may borrow from the library. Also, Dee Robinson has been asked to write an article from a Genealogical magazine. She is being recognized for her by someone who traveled to the library to do some research and her support was excellent.

UPCOMING EVENTS

Annual Report Due to NYS, March 15

Nioga Trustee Education, *Library Trustee Responsibilities*, March 22, 6pm-8pm, Zoom Nioga Trustee Education, *Library*

Trustee Responsibilities, March 29, 6pm-8pm, Zoom Red Cross Blood Drive, April 15

Hoag Library of the SLA Annual Meeting, May 1, 7pm

Items to be added to next agenda:

Action Items for Next Meeting :

Betty Sue will call Paul Pettit for his input on the need for and AED in the library, and any other first aid requirements.

ADJOURNMENT

Rachael moves to adjourn @ 8:17, 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

Della Morales - School Appointee village appointee

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: appointees needed

~ no schedule

Nominations and Elections Committee: appointees needed

~ 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

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
February 8th 2023 7:00 PM

No Quorum

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 11th 2023 7:00 PM

Meeting Canceled