

Library Mtg Notes 021522

Tues 02/15/2022

Attended @ Library:

Submitted by S Wirth

- Norm Ellis – BOT President
- Garrett McGowen – BOT Vice President
- Joe Liberto – BOT Chief Finance Officer
- Mark Smith
- Pat Moore
- Vanessa Spitulnik
- Sharon Wirth – BOT Secretary
- Denise Chilson (Director)
- Kate Santelli

Guest:

- Gary Kelleher

Regular meeting called to order at 5:01 PM

Introduction of Nominee Gary Kelleher for the vacant seat of HPL Board of Trustees.

Brief words by Gary

Motion to approve the appointment of Gary Kelleher to the Board of Trustees and send his name to City Hall made by Pat, 2nd by Garrett and approved by all.

Gary to be appointed and sworn in at Alderman’s Monthly Meeting 2/28/2022

SECRETARY’S MINUTES –

Motion to approve January minutes by Pat, 2nd by Garrett and approved by all.

Denise Chilson> Director's Report

Stats -

	TOTAL PATRON COUNTS						MONTHLY TOTALS
	YA MORN	YA EVEN	FRONT MORN	FRONT EVEN	JUV MORN	JUV EVEN	
MAY 21	263	222	42	35	212	72	846
JUNE 21	165	173	276	283	185	124	1206
JULY 21	200	158	381	367	547	345	1998
AUG 21	142	183	490	433	258	222	1728
SEP 21	225	195	206	198	259	131	1214
OCT 21	109	95	237	142	251	123	957
NOV 21	122	128	426	143	386	90	1295
DEC 21	131	141	367	235	331	73	1278
JAN 22	187	178	507	410	298	86	1666
	1544	1473	2932	2246	2727	1266	12188

FUNDING -

BOARD ACCOUNT:

Income to Beneficiary \$ 1,551.69

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Income Interest Beneficiary	\$ 515.71
Refund Money for Xmas Gifts	\$ 200.00
Memorial – Liam Conley	\$ 25.00
Memorial – Liam Conley	\$ 281.60
Winfred Saxon Endowment	\$ 849.13
Memorial – Joan Diehl	\$ 150.00
Memorial – Natalie Weyand	<u>\$ 25.00</u>
TOTAL	\$ 3,598.13

CONDERMAN:

Income to Beneficiary	<u>\$ 1,705.02</u>
TOTAL	\$ 1,705.02
GRAND TOTAL	\$ 5,303.15

It was noted that 'Finance and Donations' are the purview of the Chief Finance Officer and the Director should report any amounts to him to be included in his appropriate financial statements.

STLS Updates -

Annual Report- first draft will be sent 2.14.22
ILS Training scheduled 2.22.22 for JoAnn A. and Quentin W.
with Lorie Brown
STLS workshops attended: Annual Report I; Annual Report II
2.15.22; Oceans of Possibilities; Copyright Part 1 of 3
Post Cards...Please fill out and return to me (I will bring to
2.15.22 BOT meeting)

Programming and Services -

Story Hour- Saturdays, 10AM (excluding those that land on a holiday)
Stats still lower than desired...looking into
more/different ways to promote as well as looking
into "Make and Take"

Senior Tech Hour-

Same as Story Hour- Bret C has been doing IT training
by appt during the day as well as offering Excel
training to staff

Monday night Yoga- through Zoom 5:30-6:45PM;

Tuesday night Mind, Body, Breath-

through Zoom 5:30-6:45PM (Not on BOT Meeting nights) with
Cecilia Beach from AU- Conducting an interest survey

Converted Tower!

Thank you to Norm for re-purposing old server tower to be used for seed
starting for pollinator plants (Meeting with Community Garden Folks
from the Y on 2.18.22

Summer Program-

Working on scheduling programs and activities with Amanda F.- Goal is
to firm up as many dates as possible by end of Feb.

Programming To-Do List:

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Community Outreach

Need to set date(S) for committee to meet for Home Delivery

Human Library

Committee needed and meeting dates

<https://humanlibrary.org/>

It was suggested that the 'Human Library' be part of the 'Outreach' program.

Internal Work Orders -

Ongoing, Server is installed. Waiting for STLS to get back to Bret (still waiting-STLS has been closed for renovations and staff out on vacation)

Weeding/Book Arrangement -

Dusty Shelf

Ongoing weeding in Adult Non-Fic; Eval & Weed of FIC authors to make space

Ingram Processing

Ingram and STLS have all our info and we are excitedly awaiting our books to start arriving pre-processed in March (delay at STLS bumped ETA unfortunately)

Staff Updates -

Vote needed to remove Kirsten Greenthal from Sub List- has not returned calls since 3.13.2021

It was noted that no vote is necessary by the Board, as staffing is the responsibility of the Director. The Director should submit any and all paperwork to the City, County and Civil Service as needed to exclude and/or terminate staff and notify the Board thereof.

*** Louis Hartman- we need it to reflect in the minutes that she is no longer a signator/trustee/etc. at Community Bank or Maple City and we need the minutes to show who the signators are (Tim Nisbet and Joe Liberto?)

It was noted that signatory changes are the responsibility of the Chief Finance Officer and any suggested resolutions for changes will be handled by him and presented to the Board in the appropriate manner.

Exec Session Request to discuss personnel matter

Executive session called at 5:18 PM to advise and discuss staff leave of absence and planned termination.

Executive session ended at 5:25 PM.

Friends of the HPL -

Need members!

Fielding Questions and Concerns about whether members can hold dual officer positions on both Board of Trustees and Friends- Please See:

<https://www.ala.org/united/sites/ala.org.united/files/content/trustees/short-takes/Short%20Takes>

<https://www.ala.org/united/sites/ala.org.united/files/content/friends/orgtools/role.pdf>

All Questions and Concerns about Friends should be referred to the Friends Board as the Director has no authority to answer for Friends.

It was noted that neither site refers to NYS or the STLS and there currently is no overlap in officers.

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Building Maintenance -

A GIANT Thank you to Mat Potter for keeping us shoveled out- we have the clearest walks on Genesee St.! Also, a big thank you to Mitch and Ashely for immediately responding to requests for salt, salt melt and getting

HPL distribution of COVID-19 Test Kits and PPE

Additional shipment came in this month- we still have tons of PPE and at least 100 Covid Test kits

Tax Forms

Finally arrived!

Joe Liberto> Financial Report

- 1 January reports to be approved and accepted w/o reservations or changes, Motion made by Sharon & 2nd by Garrett and was unanimously approved by all.
- 2 Motion to pay all current bills was made by Garrett & 2nd by Kate and was unanimously approved by all.

- 3 **Resolution:** Pursuant to the retirement of Rex Wiggers 11/21, A resolution was put forward by Norm Ellis to remove the name of Louise Hartman as a signatory of the Hornell Public Library's bank accounts and the name of Tim Nisbet - Treasurer, to be added as signatory of the Hornell Public Library's bank accounts with the following Hornell area banks listed below. The resolution was seconded by Mark and unanimously approved by all.

Community Bank N. A. (formerly Steuben Trust)

Checking Acct Ending 4332

Checking Acct Ending 4977

Trust Acct Ending 5003

Maple City Savings Bank

Checking Acct Ending 8802

CD Ending 1034

- 4 The current Budget was completed with the help of Rex Wiggers in November 2021
- 5 Sharon has volunteered for the Finance Committee.

Sharon> Reporting on Personnel

- 1 Have all employees read and signed the New Handbook??
The Director reported that the handbooks have neither been passed out nor signed.
- 2 Have all employees been reviewed??
The Director reported that the reviews have not been done.
- 3 Has a date been set for the required NYS 2022 Harassment Training???
The Director reported that this has not been done.

Joe Liberto/Norm Ellis> Reporting on Building Committee

- 1 Transition of old server housing into seed starter was completed.

> Reporting on Friends of the Library

- 1 No representative was present.

Other>

- 1 Norm has asked Kate to chair the Outreach Committee.
- 2 Suggestions and contact information for print ads was given to the committee.

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- 3 It was suggested that we form a committee for Publicity and volunteers are needed.

Old Business:

- 1 **Resolution** to approve, enact and abide by the new By Laws as presented by Norm. Motion by Sharon to accept as written, 2nd by Kate and unanimously approved by all.
- 2 Mark, Garrett and Gary must sign the Harassment Prevention Training Compliance Roster.
- 3 Gary must also complete the Conflict of Interest Form.

New Business:

- 1 Joe has volunteered to get prices for copies and binding of the new Employee Handbook.
- 2 Copies of the HPL Annual Report were passed out for questions and corrections with an open discussion following.

Next Board Meeting to be Tuesday 03/15/2022 @ 5:00 PM @ Library Conference Room

Motion to Adjourn @ 5:57 PM-

Moved by Sharon, 2nd by Garrett