

Library Mtg Notes 031522

Tues 03/15/2022

Attended @ Library:

Submitted by S Wirth

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

Guest:

Insurance Presentation: Aaron Benton of Genesse Valley Agency

Regular meeting called to order at 5:01 PM

Introduction of Special Guest, Insurance Representative:

- Brief words and Overview by Aaron
- Explanation of various coverages
- Aaron to return for April Meeting with pricing

SECRETARY’S MINUTES –

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

Denise Chilson> Director's Report

Stats -

	TOTAL PATRON COUNTS						
	YA MORN	YA EVEN	FRONT MORN	FRONT EVEN	JUV MORN	JUV EVEN	MONTHLY TOTALS
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
FEB 22	137	182	422	355	273	81	1450
	1681	1655	3354	2601	3000	1347	13638

FUNDING -

BOARD ACCOUNT:

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Memorial – Virginia Appleton \$ 130.00
*Memorial – Donald Crosby \$ 425.00

TOTAL \$ 555.00

*Donald Crosby: Former school teacher. He loved classical music And books

OTHER MISC TO BOARD:

McFarland Co - Book Refund \$ 15.96
STLS – Grant \$ 4,058.41
COPIER/FAX \$ 72.01

TOTAL \$ 4,146.38

GRAND TOTAL \$ 4,701.38

STLS Updates -

Annual Report- Corrections made and first draft sent 02.15.2022

STLS workshops attended:

2.22.22- ILS Training -JoAnn A., Quentin W. and Denise w/ Lorie Brown was a success.

Quentin and Denise have been processing ILL requests

2.2.22 Copythat! Copyright Part 2 of 3 Denise and Amanda

2.16.22-Ocean’s of Possibilities Reading Workshop- Denise and Amanda

3.1.22-BARC/ILS Virtual Denise

3.2.22- Library Advocacy Day Denise and Amanda

3.10.22 Ocean’s of Possibility Teen Denise and Amanda

Community/Committee meetings attended:

2.17.22 Random Acts of Kindness Day Facebook Live w/Catholic Charities and HPG Collab-

2.18.22 Community Garden Meeting at YMCA with United Presbyterian, et al., Cornell Cooperative Extension (CCE), Catholic Charities, YMCA, HPG...Interested in Tool Shed idea

2.22.22- ProAction Youth, Lindsay Krebs...Help for our Summer Program!

2.28.22- Outreach Committee Meeting-Kate, Gary and Denise

3-2-22 CCOC Meeting at the Y

Programming and Services -

Story Hour- Saturdays, 10AM (excluding those that land on a holiday)

March 5, 2022- Dr. Seuss Week Theme...35 in-person, 256 FB Live Participants for entire program, 347 total FB Live Visits!!!

Senior Tech Hour-

Starting to get more participants

Summer Program-

Working on scheduling programs and activities with Amanda F.-Dates are mostly confirmed; working on calendar for public

Volunteers-

We’ve been getting a lot of volunteers from the High School as well as a couple of community members

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Programming To-Do List:

- Glass Expo- April
- Working on Tool Shed Grant(s)

Weeding/Book Arrangement -

Dusty Shelf

Ongoing weeding in Adult Non-Fic; Eval & Weed of FIC authors to make space...Making lots of progress!

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)

IT Updates-

Server and hardware issues

Staff Updates -

- 1 Staff Evals completed

Exec Session Request to discuss personnel matter

Executive session called at 6:14 PM to advise and discuss IT Issues.

Executive session ended at 6:31 PM.

- 1 Based on continued IT issues including server, copier and PCs, a Motion was made by Sharon and seconded by Joe to outsource all IT currently done in house to Ed's Computers as soon as possible to gain continuity of service. With Pat abstaining, the motion was unanimously approved by all.
- 2 Denise has been charged with reassigning staff as needed.
- 3 Denise will alert STLS and Ed as soon as possible and prepare for any changes needed in security, access and scope of work.

Joe Liberto> Financial Report

- 1 February reports to be approved and accepted w/o reservations or changes, Motion made by Pat & 2nd by Sharon and was unanimously approved by all.
- 2 Motion to pay all current bills was made by Sharon & 2nd by Pat and was unanimously approved by all.
- 3 Joe passed out a flow chart to show the basis of funding / account distribution

Sharon> Reporting on Personnel

- 1 Joe did not get get prices for copies and binding of the new Employee Handbook. Printing and compilation of notebooks was done inhouse

Joe Liberto/Norm Ellis> Reporting on Building Committee

- 1 Transition of old server housing into seed starter was completed.
- 2 Update on grant for tool lending shed>
Aaron Benton will advise on 'Liability' and recommended no 'power tools'
- 3 Update on EBASCO Grant for solar electric panels

Kate> Reporting on Outreach/Publicity

- 1 It was decided that Outreach and Publicity overlap and will be combined in the future
- 2 Vanessa requested copies of the Summer Reading Program Schedule for distribution to the schools
- 3 Updates will be posted on the websites

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- 4 Denise reported that she and Amanda have copied Wayland Library's website for use by the HPL
- 5 Kate suggested working with existing charities
- 6 Vanessa volunteered to create a template for Advertising in the Tribune

> Reporting on Friends of the Library

- 1 No representative was present.

Other>

- 1 Open discussion of the frequency of 'Homebound Books' distribution and it was decided to try (2) week intervals
- 2 Norm will call a special meeting to discuss pay rates, staffing and staff reviews

Old Business:

- 1 April Meeting will be the election of officers and Committee Chairperson assignments will be handed out by Norm as president.

New Business:

- 1 Publicity will be combined with the Outreach Committee going forward

Next Board Meeting to be Tuesday 04/19/2022 @ 5:00 PM @ Library Conference Room

Motion to Adjourn @ 6:38 PM-

Moved by Sharon, 2nd by Joe