

Library Meeting Minutes
Tuesday, 5/17/22

Attended at Hornell Public Library:

Norm Ellis – BOT President
Joe Liberto – BOT Chief Finance Officer
Pat Moore
Denise Chilson (Director)
Gary Kelleher – BOT Secretary
Alex Hoffman

Submitted by G. Kelleher

Absent / Excused:

Garrett McGowan – BOT Vice President
Vanessa Spitulnik
Kate Santelli
Mike McCumiskey

Guests:

Nick Cousino (Friends of the Library Representative)

Regular meeting called to order at 5:13pm

Welcome and introduction of new Board Member Alex Hoffman

Secretary's Minutes:

Motion was made to approve April's minutes by Pat, seconded by Alex. Approved unanimously.

Director's Report:

1. The Library was awarded the tool shed grant in the amount of \$1750. Research has begun with three companies to purchase a shed, with a total cost estimate of \$3,105. A motion was made by Pat, seconded by Gary, to approve \$1,500 to merge with the grant money and buy the shed, tools, pegboard and any other necessities required for the "Tool Lending Library". Approved unanimously.
2. Thanks to Gary for enlisting Hornell H.S. National Honor Society members to help with the Library's exterior spring clean-up day.
3. Foot traffic and workshop attendance are both up, and the recent expo was a success, with similar endeavors being pursued in the future.

Financial Officer's Report:

1. Joe detailed the library accounts and investments, reporting that all looked healthy.
2. Motion by Pat, seconded by Alex, to pay the Library's bills. Approved unanimously.
3. Motion was made by Joe, seconded by Pat, to:
Remove Louise Hartman and add Tim Nesbit as signatory / signer to the following Maple City Bank Accounts:
Certificate of Deposit - 2000041034
Flex Savings – 200008802
Approved unanimously.

Personnel Committee Report:

1. Norm cited that there will be a Director evaluation in the future.
2. Denise reported that she hired two new employees to fill the open library positions addressed at the April meeting.

Building Committee Report:

1. Joe and Norm reported that, per the Energy Audit recommendations, new lighting has already been obtained through NYSEG. Exterior lights have been replaced with LED lights. The furnace replacement can wait, as it wouldn't be cost effective to replace it considering the minimal potential savings. Priority will be placed on looking into replacing the hot water heater & running an electric line to the maintenance closet.
2. Meeting Room water issue was discussed, with repair estimates being pursued. More to come.
3. The committee will work on putting together bids for possible grants to help with these repairs.
4. Discussion was held regarding the parking lot, where drainage is a problem and the issue will need to be addressed at some point.
5. Committee reported that the Historic Preservation Grant application went out.

Friends of the Library Report:

1. Nick reported that FOTL collaborated with staff on the art show. A vase was raffled off and the show had a good showing.
2. Upcoming events include the Wildflower Festival, the idea was discussed to bring surplus / discarded books to the festival to give away for free.
3. Info on summer events will be forthcoming.
4. Better World Books was discussed as an option for the Friends to make money on discarded Library books.
5. A meeting will be held on 5/20 to further discuss the abovementioned initiatives.

Outreach Committee Report:

1. Gary reported that "Homebound Books" will begin on 6/4. Thus far, nobody has contacted the Library or used the online form to put in a request, but more efforts will be made to publicize this service.

Other:

1. The Insurance policy through Genesee Valley Insurance has been finalized.

Old Business:

1. A discussion and vote was held regarding a change in the Board of Trustees bylaws changing the name of the "Publicity Committee" to the "Outreach Committee", and approving Garrett's revised version of the Outreach Committee's draft description of the Outreach Committee. Motion made by Gary, seconded by Alex, to change the description to the following:

The primary purpose of the Hornell Public Library's Outreach Committee is to build community by working within the Hornell area to provide increased awareness and opportunities of the Library's purpose. In conjunction with the Library's staff, this would take the form of various initiatives that would make connections between the Library and the community, including bringing Library services to the community.

The Outreach Committee may solicit other community members to help the committee as needed, to develop, explore and partner with for the promotion of the Library.

Accepted unanimously.

2. Denise or Christina will put the new language in the bylaws.

New Business:

1. Norm checked that all members present had a copy of the Handbook for NYS Library Trustees.
2. Denise will email Brian regarding training for all Board Members, more info to follow.

The next Board meeting will be on Tuesday, June 21st at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:44pm. Moved by Pat, seconded by Gary.