

Library Meeting Minutes
Thursday, 3/21/23

Attended at Hornell Public Library:

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

Submitted by G. Kelleher

Absent / Excused:

Mike McCumiskey
Holly Hogan

Regular meeting called to order at 5:00pm

Secretary's Minutes:

1. One amendment necessary, specifically rewording #3 under the Director's report to indicate that Kilroy, the therapy dog, will be joining Story Hour (as opposed to the previously worded minutes indicating past tense at a previous Story Hour). Motion made to approve February's minutes by Pat, seconded by Garrett. Approved unanimously.

Director's Report:

1. For all Library updates, please see the Director's report.
2. Chess night has been going great, and the 1st HPL Chess Tournament at the Community Arts Center on 3/18 was a hit, 28 attendees! A big thanks to Garrett for making the trophies!
3. Five showed for the Medicare Program with Annette Gill.
4. The Bike Giveaway on 3/18, which included a Safety Presentation by the Hornell Police Department and Bicycle Story Hour, saw over 40 people attend and 13 bikes given away!
5. Wednesday Senior Tech Hour has been getting 2 to 3 attendees on average, but has been beneficial for those who show.
6. Motion made by Garrett, seconded by Joe, to:
Remove Richard Black from the Sub List.
Approved unanimously.
7. Elderwood outreach idea includes a "Cart of Books" with a scanner that could be used to loan HPL books to the residents of that facility. Elderwood indicated the Library could use their transport. Denise indicated that some research / prep work would need to go into this, as each interested resident would need a Library card. Denise also discussed the possibility of working with Elderwood to bring their residents to the Library, as an outing, before the Library officially opens (with masking by Library staff for safety). The Board thought both of these ideas were great outreach opportunities!

8. Denise asked the Board to think about the possibility of extending the Library's Saturday hours from 9:00AM to Noon to 10:00AM to 2:00AM, in order to better accommodate the needs of our patrons. After some discussion, it was decided that Denise should gather data on how this might affect the Library's Saturday attendance and payroll and bring a resolution to our April meeting.
9. Denise reported that City Hall sent someone to fix the bathroom urinal.
10. A crocheting class is in the works. More info forthcoming...
11. Denise announced and advocated for a new Library loan item, a N.Y.S. Empire Pass, which can be taken out for a week and used to gain admission, for one vehicle, to N.Y.S. parks such as Stony Brook or Letchworth.
12. "Game Days" are scheduled and advertised for over the public school's Spring Break, with 4/3, 4/4 and 4/5 being board games from 1:00PM to 4:00PM, and 4/6 being Wii Day from 1:00PM to 4:00PM.
13. Author visit by Stanley Swan on 3/8 saw 15 attend. Another author visit is upcoming by Lissa Marie Redmond on Tuesday, April 11th.
14. Denise reported that she spoke with Ellie about Sign Language Classes, and that conversation went well. A community member may possibly be willing to do them for free. More info forthcoming...

Financial Officer's Report:

1. Joe reported checking and savings account numbers are where they should be comparable to 2022. Maple City Bank Account is up because of interest. Trust and Special Fund amounts are the same and will be until April. Debits are up slightly because of the Resolution made at our last meeting, and February's Total Operating Expenses are elevated because of the one-time STLS payment of \$16,516.00.
2. Joe indicated, after some discussion, that it would be possible to revisit our contract with Ed Flaitz at the end of the year based upon our needs at that time.
3. The following resolution was made by Garrett, seconded by Alex:

Whereas, line item allocation modifications are necessary to reflect a budget adjustment,

Now, therefore be it resolved by the Board of Trustees of the Hornell Public Library of the City of Hornell, NY that the 2023-2024 Hornell Public Library budget now reflect s the following line item allocation modifications:

Projected opening cash balance	\$23,000.00
Total Cash balance and revenue	\$385,200.00
Building Maintenance	\$3,500.00
Postage / Petty Cash	\$500.00
Sub-Total Disbursements	\$341,924.02
Retirement	\$10,000.00
Hospital / Dental Insurance	\$12,500.00
Employee Benefits-Sub Total Disbursements	\$43,275.98
Total Disbursements	\$385,200.00

Carried - 6

Absent - 3

4. *Motion made by Joe, seconded by Garrett, to pay the Library's bills for the month.*
Approved unanimously.

Finance Committee Report:

1. N/A

Personnel Committee Report:

1. Some Board members tried attending the Director Evaluation meeting, but weren't able.
2. Sexual Harassment Prevention Training is due, some Board members have completed their requirement, others are currently working on it...

Building Committee Report:

1. Norm called the company regarding the parking lot and reported that we're at the front of the line. A new parking lot is forthcoming!
2. Joe mentioned that the trim on the Library's exterior would need to be repaired / repainted at some point sooner than later.

Friends of the Library Report:

1. Denise reported that Friends met last Friday (3/17), although they did not have enough for a quorum. New communication options discussed to try improving turnout to Friends meetings.
2. The Sun will be doing an article next time for the Friends meeting.
3. Discussion held on Larry Pelkey and his amazing contributions to the Library's bike giveaway. Denise and the Board discussed the possibility of holding a bike maintenance workshop with Larry in the future.

Outreach Committee Report:

1. Denise printed out flyers and they are available to be posted. Kate and Gary will post some around.

Old Business:

1. Norm discussed how two hours of training are required for the Board this year; he asked that we keep this in mind. Pat mentioned the possibility of Denise setting up a future meeting where Brian could attend and conduct a training. In addition, what would Brian's suggestions be for Board training opportunities?
2. Denise reported that she is working with the Bath VA on a suicide prevention / awareness program, similar to Project SAFE. More info forthcoming...
3. Library Insurance Renewal will be due in April; Denise got some info but hasn't heard back yet.
4. Denise checked on the KNOX Box (for Library keys) at City Hall, is awaiting an answer.
5. Denise is still waiting on pricing regarding changing Library door locks to digital. She indicated she will call the company soon and will ask Ed Flaitz if he has suggestions on other security options.

New Business:

1. Norm reminded the Board that he will not be seeking reelection as President and we therefore need someone to step up and fill that role. Pat and Garrett both mentioned thinking that Mike would be an excellent candidate and expressed their desire to nominate him at the April meeting.
2. Gary asked Denise if she wanted to pursue a Spring Cleanup day, similar to last year. She did and Gary will get some info on this from the National Honor Society advisor at Hornell High School.

The next Board meeting will be on Tuesday, April 18th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:44pm. Moved by Gary, seconded by Garrett. Approved unanimously.