

Library Meeting Minutes  
Tuesday, 4/18/23

**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  
Mike McCumiskey  
Alex Hoffman  
Holly Hogan  
Denise Chilson (Director)

Submitted by G. Kelleher

**Absent / Excused:**

N/A

**Regular meeting called to order at 5:01pm**

Secretary's Minutes:

1. Motion made to approve March's minutes by Kate, seconded by Pat. Approved unanimously.

Director's Report:

1. For all Library updates, please see the Director's Report.
2. Insurance renewal was discussed, with Denise sharing two options that she was quoted by Genesee Valley Insurance. This decision was tabled until Mike can check with Maple City Savings about the possibility of them insuring the Hornell Public Library, as well as whether G.V.I. has a grace period that we could use to make the decision at next month's meeting. If we don't have a 30-day grace period, a motion was made by Holly, seconded by Mike, to:  
*Adopt G.V.I.'s "Museum Package" Option #2, which would cost \$6,070.45 with a \$5,000 deductible.*  
Approved unanimously.
3. The Keyless Entry system being looked into would cost \$4,085.87 and will be at least partially covered by our Construction Aid Grant. Denise is going to look into other, perhaps cheaper options (i.e. a code pad). Kate and Garrett stated they would send her info on coded entry systems that they use.
4. Denise reported information on possible KnoxBox options, but is waiting on Brian Hildrith to see if that would also be covered at least in part by the Construction Aid Grant.
5. A discussion was held regarding security cameras, with possible options being to go exclusively with C.P.I., exclusively with Ed Flaitz, or a combination of the two providers. Denise indicated that she would prefer a combination of the two providers, since they both offer good, but different, features. Denise will look into a cost comparison analysis for these options.

6. Discussion on the downstairs Xerox copier, including when that machine was acquired and concerns with Xerox as a provider. Denise shared that the two options she found, through Toshiba, would include a small additional increase in our lease agreement, but it would be a brand new machine that would be comparable to the upstairs machine.

*Motion made by Kate, seconded by Pat, to increase printing prices to \$0.50 for black and white, \$1.00 for color.*

Approved unanimously.

*Motion made by Joe, seconded by Garrett, to go with the Toshiba machine for \$399.32 for 60 months.*

Approved unanimously.

7. Denise reported that the Department of Environmental Conservation are donating 6 to 8 fishing rods, a couple tackle boxes, informational packets and a presentation how to use the equipment safely. Date TBD.
8. Vanessa is continuously applying for grants, whom Denise shared is doing a great job. One in particular that was mentioned was for training on toolshed options.
9. Discussion on purchasing a rototiller and / or a snow blower for the tool shed. This was tabled until a later date...
10. Denise reported that Larry Pelkey is coming this weekend with bikes.
11. "Crochet for Beginners" with Sherry Pelkey will be starting on 4/24 and will continue to run on Monday nights from 5:00 – 7:00pm.
12. Discussion was held on the possibility / interest in offering a "Writer's Series" in the future.
13. Denise concluded with reports on how positive programing has been and how Library patronage continues to grow.

#### Financial Officer's Report:

1. Joe reported that City Accounts are healthy, with Savings actually up from one year ago at \$208,900.49.
2. Checking Accounts are healthy and on par with last year.
3. Maple City Bank Account is healthy and essentially the same as last year.
4. Updates were given on the Conderman Trust (\$246,950 actual), the Board Trust Fund (\$411,327 actual). In addition, Joe stated that the Library's Special Funds are also healthy, especially considering the Stock Market's woes.
5. A discussion was had on the Library's ValueLine subscription.  
*Motion made by Garrett, seconded by Holly, to cancel the ValueLine subscription.*  
Approved unanimously.
6. Joe reported that operating expenses are where they should be.
7. *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. *Motion made by Norm, seconded by Gary, to go into Executive Session.*  
Approved unanimously.
2. *Motion made by Norm, seconded by Pat, to leave Executive session.*  
Approved unanimously.

Building Committee Report:

1. Discussion on spending the STLS grant money on target projects (i.e. family bathrooms). Norm stated that we should make sure it this type of project would be covered first, and then get estimates.

Friends of the Library Report:

1. Denise reported that Friends would be meeting on Friday (4/21).

Outreach Committee Report:

1. Gary reported that the Library's annual "Spring Cleanup" will be held on Saturday, 5/6 (with a 5/12 rain date). Gary will speak with the Hornell H.S. National Honor Society advisor and Government teacher to try recruiting volunteers.
2. Denise reminded Library supporters to be sure to vote on the upcoming budget!
3. Gary reported that "Homebound Books" currently has three patrons.
4. Denise reported that taking a mobile cart of books to Elderwood is currently in the works, with possible other destinations (i.e. Updyke's) if Elderwood goes well.

Other:

1. 2023-2024 Election of Officer Results:  
**President** – Garrett McGowan; ran unopposed, approved unanimously.  
**Vice President** – Mike McCumiskey; ran unopposed, approved unanimously.  
**Secretary** – Gary Kelleher; ran unopposed, approved unanimously.  
**Financial Officer** – Joe Liberto; ran unopposed, approved unanimously.
2. At this time, Norm handed over Presidential duties to Garrett, who ran the remainder of the meeting. Thankfully, it was a peaceful transition of power!

Old Business:

1. Garrett started by thanking Norm for his years of service as President of the Library's Board of Trustees.
2. Board trainings will be upcoming. It was decided that these trainings would be conducted by someone brought into our upcoming meetings, with an optional May 1<sup>st</sup> training online.

New Business:

1. N/A

***The next Board meeting will be on Tuesday, May 16<sup>th</sup> at 5:00pm in the Library Conference Room.***

Motion made to adjourn at 6:19pm. Moved by Kate, seconded by Joe. Approved unanimously.