

Library Meeting Minutes  
**Tuesday, 5/16/23**

**Attended at Hornell Public Library:**

Submitted by G. Kelleher

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

**Absent / Excused:**

Kate Santelli

**Regular meeting called to order at 5:02pm**

Secretary's Minutes:

1. Motion made to approve March's minutes by Norm, seconded by Pat. Approved unanimously.
2. President McGowan made a quick note before we began about sending any agenda items to him a few days in advance of our meetings, he will make sure to add it to our agenda!

Director's Report:

1. For all Library updates, please see the Director's Report.
2. Denise reported that her staff and her have been attending a number of workshops and trainings, see her with any questions or info about those!
3. Denise asked if the Building Committee could meet and discuss camera and door issues. It was decided that this meeting would take place immediately following our Board Meeting...
4. "Baseball and Books" will be held at 6:00pm on Friday, June 16<sup>th</sup> in conjunction with the Hornell Steamers.
5. Denise reported that the "Foundation for Southern Tier Libraries" Grant has been funded and will be used to purchase more toolshed supplies.
6. The D.E.C. donated eight fishing poles and four tackle boxes with tackle, as well as information guides.
7. Gary and one H.H.S. Senior seeking community service hours worked on the exterior grounds clean-up on Saturday, May 13<sup>th</sup>. Thank you!
8. The Library finally received the Insurance bill and the City is sending out a check.
9. Denise called Bennett's Greenhouse and is waiting on Jackson to get back to her about planting flowers, as they did last year, in the flower boxes under our front windows. Denise also cited that a new hose and head was bought.

10. Denise shared that for a while now, Fridays at 1:30pm would result in all the Library's computers shutting down and restarting. Ed Flaitz was able to connect and fix our Deep Freeze issues with Faronics!
11. Denise reported that she is working out issues with a few of our databases (Newsbank, Ancestry & HeritageQuest); it is believed that the cause are IP issues because of server migration at STLS. Patrons will need to reset their Library Card passwords in STARCAT and the issue should be resolved.
12. Denise reported that the April 19<sup>th</sup> Public Meeting on the Library Budget was successfully held. Thanks to Rex Wiggers for bringing doughnuts!
13. "Drawing with Hope", which was held on 4/19 and 4/26 has wrapped up.
14. Chess lessons and "open play" have been going strong, with 9 to 11 people of all age ranges, and from multiple area communities, attending!
15. Larry Pelkey gave away over 25 bikes on April 22<sup>nd</sup>'s event!
16. "Beginning Crochet", which has been held on 4/24, 5/1 and 5/15 thus far, had been getting 9 to 11 attendees per event. Denise shared that they're still fielding calls from interested patrons!
17. Thanks was given to Garrett for setting up the "Pope of Foam" talk and tastings by Dr. Charles Bamforth, which had 10 attendees and was well received.
18. Chess Tournament on 4/29 at the Community Arts Center had 10 players. Thanks to "Friends", Diane, Deb and Brittany for helping make the event a success!
19. Both the 7<sup>th</sup> and 8<sup>th</sup> graders at Hornell Junior H.S. have now toured the Library, nearly 200 students! Denise shared how happy she is with the collaboration with the HCSD libraries.
20. Book Club's "Educated" reading has concluded, the next book being read by the Club is "People We Meet On Vacation" by Emily Henry.
21. Denise and Eba attended the VA's S.A.V.E. training on 5/13 and found it very useful, including the acquisition of several gun locks for patrons to utilize.
22. Patrons need to reset their Library Card passwords (see pamphlet distributed by Denise at our meeting).
23. Summer Reading Program is all set and will run from July 5<sup>th</sup> to August 24<sup>th</sup>. Informational booklets are available and you can sign up at the Library!
24. Denise initiated a discussion on the Library Copiers. Higher Info Group quoted incorrectly, so Denise cited that Toshiba quoted us the same, with some advantages with the machines (i.e. the ability to staple).  
*Motion made by Norm, seconded by Holly, to move towards Toshiba for copier needs. Approved unanimously.*
25. The Library Tool Shed Waiver motion and vote has been tabled while Denise waits to meet with the City's new lawyer.
26. *Motion made by Joe, seconded by Mike, to go into Executive Session at 5:19pm. Approved unanimously.*

27. *Motion made by Norm, seconded by Gary, to leave Executive session and return to regular session at 5:39pm.*  
 Approved unanimously.

Financial Officer’s Report:

1. Joe reported that City Balances are all healthy when compared to year prior. The City Capital account should go up in the fall. Overall, a surplus is pending which will add to our account numbers.
2. Library Checking Accounts are healthy and actually higher due to S.T.L.S. check and other outstanding revenues.
3. Quarterly Trusts and Special Funds are all basically the same for now.
4. Our debits are up a little bit, on account of al the Library’s programming, but the H.P.L. is still in a very good place financially.
5. Joe then shared the Library’s “6 Month Review”, where the H.P.L. has \$237,635.99 to cover approximately \$173,550.00 in operating expenses for the next six months until the arrival of November’s 2023 Tax Levy money.
6. *Motion made by Joe, seconded by Norm, accept the following Resolution:*

HORNELL LIBRARY’S BALANCING RESOLUTION FOR FISCAL YEAR 2022-2023:  
 WHEREAS, the following transfers must be made to close out the appropriation accounts for Fiscal Year 2022-2023,

NOW, THEREFORE, BE IT RESOLVED, that the following transfers be hereby approved:

FROM				TO		AMT.
LIB. MED. INSUR.	L9060.8	LIB. BOOKS	L7410.41		\$2,505.34	
“ “ “ “ “		LIB. AUDIO-	L7410.412		\$521.30	
		VISUALS				
“ “ “ “ “		LIB. BLDG	L7410.432		\$531.96	
		MAINT				
“ “ “ “ “		LIB. POSTAGE	L7410.433		\$42.36	
“ “ “ “ “		LIB. TELE	L7410.451		\$338.06	
“ “ “ “ “		LIB. CONT	L7410.460		\$116.00	
		SERVICES				

CARRIED – ALL

We, the members of the Library Board of Trustees, hereby authorize the above transfers and Approve this Resolution.

7. *Motion made by Joe, seconded by Garrett, to pay the Library’s bills.*  
 Approved unanimously.

Finance Committee Report:

1. N/A

Personnel Committee Report:

1. The Board advised Denise to document everything with regards to personnel issues.

Building Committee Report:

1. Norm reported that he has contacted the company doing the parking lot and we should see movement on that by the end of June.
2. Denise expressed concern about the Construction Aid Grant being bumped up a month.
3. Discussion was held regarding the Library being a safe-space for the homeless population in Hornell. Warm showers are a concern. Denise reported that she has met with the Mayor and Chief of Police on this issue and everybody is on the same page. The following solutions / ideas were discussed:
  - a. Working with the YMCA to provide a shower option, perhaps in conjunction with Catholic Charities?
  - b. Working with a laundromat and Catholic Charities to provide a place for the homeless to clean their clothes?
  - c. Publicize the free Veterans Memorial Park at James Street Pool Days as an option for the homeless to use the bathhouses there.
4. The Hornell Public Library will be a feeding station this summer, along with local schools, for minors under the age of 18.
5. A question was asked about the Construction Aid Grant minimum, Denise stated she would look into it... Denise also shared that she is still waiting on a quote on the Know Box and Cameras.

Friends of the Library Report:

1. Denise reported that Friends would be meeting on Friday (5/19).
2. Brittany is doing a fantastic job, but more working "Friends" members are needed!

Outreach Committee Report:

1. Cleanup on Saturday, May 13<sup>th</sup> went well, but not everything on the wish list was accomplished.
2. A meeting is needed to decide on the Outreach Committee's next steps / project. Thursday or Friday was proposed as an option...

Old Business:

N/A

New Business:

1. VOTE TODAY at H.H.S.!

***The next Board meeting will be on Tuesday, June 20<sup>th</sup> at 5:00pm in the Library Conference Room.***

Motion made to adjourn at 6:00pm. Moved by Joe, seconded by Garrett. Approved unanimously.