

Library Meeting Minutes
Tuesday, 9/26/23

Attended at Hornell Public Library:

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
Denise Chilson (Director)

Submitted by G. Kelleher

Absent / Excused:

Holly Hogan
Kate Santelli

Regular meeting called to order at 5:00pm

Secretary's Minutes:

1. Motion made to approve June's minutes by Garrett, seconded by Pat. Approved unanimously.

Director's Report:

1. For all Library updates, please see the Director's Report (Appendix A).
2. Denise shared that the Library's patron numbers are continuing to increase, with lots of programming over the summer contributing to that trend.
3. Denise shared that they had a great day at Elderwood Tuesday, bringing books and donated crochet yarn / needles, which the residents gladly accepted!
4. Garrett asked what Denise's plans were to do differently next summer. Denise share the following thoughts:
 - a. Continue with the Summer Reading Program, but have more formal recognition for the "winner" with the most minutes read, while all participants get a certificate recognizing their accomplishment.
 - b. A Library "Scavenger Hunt", which can be promoted at the local schools.
 - c. Cutting back on performers, with a focus on local talent.
 - d. A heavier focus on the Young Adult programming.
5. Fall Reading Program, similar to the summer one, is in the works. Denise shared that she intends to have sign-ups to avoid having too many patrons in the Library at any given time.
6. American Sign Language classes are full!
7. Yoga classes are being pursued, with a possibility of those starting as early as January.
8. Denise reported that Sydney Heinig will no longer be employed at the Hornell Public Library on account of her return to school.
9. Denise's yearly Director's Evaluation is due, President McGowan would like those returned to him in person at (or before) our next meeting on October 17th...

10. Denise reported that the lock on the Book Drop has been fixed.
11. Denise shared that the Library sheds are in desperate need of being cleaned out, with some items worthy of being sold, while others can be discarded. Gary will coordinate a date for Board / Friends members to do this in conjunction with Denise, and then photograph the items that will be sold for Friends to sell.

Financial Officer's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that the Library is in better shape financially now than it was at this time last year.
3. Joe shared that we have until January to decide what to do with the surplus funds.
4. The Capital Fund reimbursement is forthcoming.
5. The Conderman Account is actually closer to \$10,000 now, compared to the lower number reflected in the Financial Report.
6. *Motion made by Norm, seconded by Mike, to pay the Library's bills.*
Approved unanimously.
7. *Motion made by Mike, seconded by Gary, to accept the following Resolution:*

Whereas: The name of Denise Chilson Cline be added as signatory of the Hornell Public Library's Bank accounts with the following Hornell area Bank listed below:

Community Bank N.A.
Account Number
Checking 4332
Checking 4977

Now, Therefore Be It Resolved by the Board of Trustees of the Hornell Public Library of the City of Hornell that Denise Chilson Cline is a signatory of the Hornell Public Library's Bank accounts with Community Bank N.A. of Hornell.

Approved unanimously.

8. *Motion made by Pat, seconded by Norm, to accept the following Resolution:*

Whereas: a transfer of fund from a savings account to a CD account with Maple City Savings Bank, FSB.

Now, Therefore Be It Resolved, by the Board of Trustees of the Hornell Public Library of the City of Hornell that the Library's saving account total value (\$54,410.12 plus interest) with the account number 2000008802 be transferred to a Maple City Savings CD account earning 5% for 24 months.

Approved unanimously.

9. *Motion made by Mike, seconded by Gary, to accept the following Resolution:*

Whereas: The Hornell Public Library (HPL) Board of Trustees approve a salary increase for the following employees:

Vanessa Jacobs
Eba Klindt
Christine Stewart

Now, Therefore Be It Resolved, the HPL Board of Trustees approve an increase of salary for the following employees reflecting respective new hourly and yearly salary totals:

Vanessa Jacobs	\$18/hr	\$27,846.00
Eba Klindt	\$18/hr	\$27,846.00
Christine Stewart	\$20/hr	\$20,540.00

Be It Further Resolved, that this Resolution shall take effect immediately.

Approved unanimously.

10. *Motion made by Joe, seconded by Alex, to go into Executive Session.*

Approved unanimously.

11. *Motion made by Garrett, seconded by Mike, to accept the following Resolution:*

Whereas: Denise Chilson receive a salary increase of \$5,920.00 from her current yearly salary of \$54,080.00.

Now, Therefore Be It Resolved, by the Board of Trustees of the Hornell Public Library of the City of Hornell that Denise Chilson's salary now reflect an increase of \$5,920.00 bringing her salary to a new total of \$60,000.00. This increase in salary will be retroactive from September 11, 2023.

Be It Further Resolved, that this Resolution shall take effect immediately.

Approved unanimously.

12. *Motion made by Joe, seconded by Garrett, to return from Executive Session.*

Approved unanimously.

Finance Committee Report:

1. N/A

Personnel Committee Report:

1. Director Evaluations, which were handed out at this time, are due in person to Garrett on or before our next meeting, October 17th, 2023.

Building Committee Report:

1. Denise reported that Norm has continually fixed items at the Library. Thank you, Norm!
2. A brief discussion was held on the Lending Library lock, which needs to either be fixed or replaced at some point.

Friends of the Library Report:

1. Friends have been meeting, and in contact with Denise on nearly a daily basis. The Friends meeting time has changed, however, to Wednesdays at 5:30pm.
2. A discussion was held on the possible need for a “Friends Drive / Carpool”, which might help with attendance at the Friends meetings.

Outreach Committee Report:

1. Denise shared that a \$10,000 grant opportunity came across her desk for Library Outreach, which she thought might be used for some type of “Bookmobile” to deliver books and other resources to area nursing homes, as well as in conjunction with Homebound Books. Much discussion was had about different options, with the ultimate decision made to go ahead with the grant process and also reach out to the City about a “Library pass” for the Hat Bus, since the community service is a valuable one provided by the Library for residents who are unable to get to the Library themselves.

Old Business:

1. Denise reported that new hotspots have been established at the Library.
2. The Library is migrating to Outlook.
3. The Library is now using Toshiba for its printer / scanning needs.
4. Denise and Vanessa will be recognized on October 6th.
5. Denise reported that she is looking at the following policies:
 - a. CPR Training
 - b. Active Shooter Plan
 - c. Book Challenge Policy
 - d. 1st Amendment Audit Policies
6. There is a need for a complete inventory at some point, but it would probably require a two to three day shutdown to accomplish.
7. Added security for Library assets was discussed and may need to be looked into at some point. On a related note, we’re still waiting on the keyless entry grant from N.Y.S.

New Business:

1. N/A

The next Board meeting will be on Tuesday, October 17th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:46pm. Moved by Norm, seconded by Mike. Approved unanimously.

Appendix A:

Directors Report for Board Meeting September 09, 2023
Denise Chilson – Library Director

**PATRON CATEGORIES BY MONTH
AUGUST 2023**

	YA MORN	YA EVEN	FRONT MORN	FRONT EVE	JUV MORN	JUV EVEN		DAILY TOTAL
MAY 2021	263	222	42	35	212	72		846
JUNE 2021	165	173	276	283	185	124		1206
JULY 2021	200	158	381	367	547	345		1998
AUG 2021	142	183	490	433	258	222		1728
SEPT 2021	225	195	206	198	259	131		1214
OCT 2021	109	95	237	142	251	123		957
NOV 2021	122	128	426	143	386	90		1295
DEC 2021	131	141	367	235	331	73		1278
JAN 2022	187	178	507	410	298	86		1666
FEB 2022	137	182	422	355	273	81		1450
MAR 2022	140	150	567	356	557	255		2025
APR 2022	114	84	465	265	492	159		1579
MAY 2022	151	76	507	304	415	128		1581
JUNE 2022	118	101	568	324	556	142		1809
JULY 2022	208	96	652	268	1050	141		2415
AUG 2022	310	119	661	349	708	132		2279
SEPT 2022	184	103	565	314	310	139		1615
OCT 2022	210	101	532	852	400	139		2234
NOV 2022	175	114	564	333	329	101		1616
DEC 2022	228	83	639	306	498	167		1921
JAN 2023	110	85	602	376	295	131		1599
FEB 2023	154	116	564	317	249	128		1528
MAR 2023	153	157	673	346	401	222		1952
APR 2023	156	109	587	356	359	236		1803
MAY 2023	153	131	673	473	532	185		2147
JUNE 2023	183	105	749	497	944	230		2708
JULY 2023	252	137	865	427	1502	173		3356
AUG 2023	208	140	1041	483	550	200		2622
***Summer Program attendance								1,542
TOTAL	4888	3662	14,28	9547	13715	4355		50995

Workshops/Trainings/Meetings attended:

- 06.21.23 Meeting with WorkForce Development Summer Employees Larry W. and Haleigh B. (Denise/Eba)
- 06.28.23 STLS Construction Aid Training Denise
- 06.29.23 STLS Cataloging Training with Kylie (Denise, Eba, Kelly, Eba)
- 06.30.23 Organizational meeting with Capt.Mike Sexsmith for Safety workshop and Community Bike Ride
- 07.04.23 CLOSED for July 4th Holiday
- 07.05.23 Presented to the Steuben County Legislature (Denise) on behalf of HPL and Libraries I represent on DAC
- 07/17/23 – PLA Digital Literacy Workshop Incentive: Kick-Off Webinar-Vanessa
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- 08/08/23 AI in the Library Eba
- 8/10/23 – PLA Digital Literacy Workshop Incentive: Workshop Facilitation-Vanessa
- 08/16/23 Work Flows ILS
- 8/23/23 – STLS ILS Meeting
- 08.23.23 Creating Accessible Social Media Posts (Eba and Vanessa)
- 08.29.23 Toshiba Training (Denise, Vanessa, Ed)
- 08.30.23 FRIENDS meeting...Meetings moved to 5:30 PM every third Wednesday of the month. New VP Erikson Harris
- 8/23/23 – STLS ILS Meeting
- 09.06.23 COC Meeting (Denise)
- 09.07.23 League of Women Voters planning.
- 09.07.23 OFA Advisory Meeting (Denise)
- 09.11.23 DAC Strategic Planning (Denise)

Library Updates

- Please see Calendar of Events and Newsletter in your Board Folders
- Vanessa Jacobs awarded the STLS Sustainability Award 2023!
- Denise Chilson awarded STLS NYLA Scholarship 2023
- If you would like to attend the Oct. 6th STLS Annual meeting where we will be receiving these awards officially, please register...
- NYS Construction Aid Grant submitted from STLS to NYS
- ASL 4 week classes Oct.7-Nov. 4 (10 spaces Available)
- Drawing with Hope moved to date TBD
- Fall Reading Challenge
- NYLA Oct 31-Nov 4 (Denise and Eba)
- Banister fixed- Thanks Norm!
- New Hours Sign-Thanks Joe!
- Help in the History room- Thanks Gary!
- Prize donations (glass work)- Thanks Garrett!

IT Updates-

- Adventures with Toshiba
- New Hotspots
- Passwords
- Migration to Outlook

Programming and Services

- 06.21.23 Lael Truth from Catholic Charities tabled @HPL to provide info on their services 12pm-2pm
- 06.27.23 ELDERWOOD Visit...Eba and I took HATS bus and a cart of books for residents to peruse and borrow
- 06.27.23 Author Visit...Mike Green 6pm with reception after, hosted by Joe and Molly Liberto. Thank you!
- ****07.05.23 SUMMER READING/LEARNING PROGRAM START! Please see attached for Events and stats for July and August.**
- 07.07.23 Lael Truth from Catholic Charities tabled @HPL to provide info on their services 12pm-2pm
- 07.22.23 Chess Tourney – Success Next Chess Tourney is 09.23.23 @ the CAC 9:30am-2:30 pm
- Thursday night's 6-9 PM Chess Club is going strong- averaging 6-9 people
- 07.25.23 ELDERWOOD Visit...Eba and I took HATS bus and a cart of books for residents to peruse and borrow
- 07.25.25 Emergency BOARD MEETING
- 07.26.23 DAC Meeting (Denise)
- 07.31.23 DAC Strategic Planning Meeting
- 08.29.23 ELDERWOOD Visit...Eba and I took HATS bus and a cart of books for residents to peruse and borrow
- 09.05.23 Open House for Hornell Intermediate School Open House...provided info on Fall Reading, Programs and Library Cards. (Denise and Eba)
- 09.18.23 St. Ann's students are back and coming for Story and Book Exchange

JULY 2023

YOUTH PROGRAMS (0-5, 6-11)

Date	Title	On-Site (Y/N)	Age Group	Count
7/1/2023	Saturday Story Hour	Y	0-5	5
7/5/2023	The Bubble Man	N	6-11	263
7/8/2023	Story-Time at Steamers Stadium	N	6-11	7
7/10/2023	Chalk Art	Y	6-11	41
7/10/2023	Monday Movies: Madagascar	Y	0-5	2
7/11/2023	Snitch the K9 Story-Time	Y	6-11	32
7/12/2023	Wii Game Day	Y	6-11	19
7/13/2023	Wildlife Rockstars	N	6-11	213
7/15/2023	DEC Fishing Story-Time	Y	6-11	17
7/17/2023	Balloon Globe Art	Y	0-5	25
7/17/2023	Monday Movies: The Bee Movie	Y	6-11	2
7/18/2023	Story-Time & Tour of Post Office	N	0-5	22
7/19/2023	Board Game Day	Y	6-11	0
7/20/2023	The Amazing World of Bees	Y	0-5	30
7/22/2023	Story-Time: Ice Cream	Y	6-11	15
7/24/2023	Chalk Art	Y	0-5	17
7/24/2023	Monday Movies: Charlotte's Web	Y	0-5	4
7/25/2023	A Guiding Eyes Story-Time	Y	6-11	24
7/26/2023	Wii Game Day	Y	6-11	2
7/27/2023	Benjamin Berry Circus Performance	N	6-11	106
7/29/2023	Story-Time: Instruments	Y	0-5	7
7/31/2023	Salt Dough Maps	Y	6-11	8
7/31/2023	Monday Movies: The Jungle Book	Y	0-5	5
Youth Attendance 0-5			117	
Youth Attendance 6-11			749	
Youth Total Attendance			866	
0-5 Total Programs			9	
6-11 Total Programs			14	
Youth Total Programs			23	

TEEN PROGRAMS (12-18)

Date	Title	On-Site (Y/N)	Age Group	Count
7/6/2023	Knitting with Nesi	Y	12-18	0
7/6/2023	Chess Lessons	Y	12-18	4
7/6/2023	Open Chess	Y	12-18	5
7/13/2023	Chess Lessons	Y	12-18	4
7/13/2023	Open Chess	Y	12-18	5
7/20/2023	Knitting with Nesi	Y	12-18	1

7/20/2023	Chess Lessons	Y	12-18	5
7/20/2023	Open Chess	Y	12-18	7
7/22/2023	Chess Tournament	N	12-18	14
7/27/2023	Knitting with Nesi	Y	12-18	1
7/27/2023	Chess Lessons	Y	12-18	6
7/27/2023	Open Chess	Y	12-18	6

Teen Total Attendance **58**
Teen Total Programs **12**

ADULT PROGRAMS (19+)

Date	Title	On-Site (Y/N)	Age Group	Count
7/1/2023	Homebound Books Delivery	N	adult	3
7/5/2023	Senior Tech Hour	Y	adult	1
7/11/2023	Adult Book Club: Run Rose Run	Y	adult	7
7/12/2023	Senior Tech Hour	Y	adult	1
7/19/2023	Senior Tech Hour	Y	adult	1
7/26/2023	Senior Tech Hour	Y	adult	1

Adult Total Attendance **14**
Adult Total Programs **8**

GENERAL INTEREST PROGRAMS

Date	Title	On-Site (Y/N)	Age Group	Count
7/3/2023	Crochet for Beginners	Y	general	2
7/10/2023	Crochet for Beginners	Y	general	8
7/17/2023	Crochet for Beginners	Y	general	2
7/24/2023	Crochet for Beginners	Y	general	10
7/29/2023	Our Paranormal Investigation Results	N	general	20
7/31/2023	Crochet for Beginners	Y	general	5

Gen Total Attendance **47**
Gen Total Programs **8**

Monthly Totals	#of Programs	Count
Youth Programs Ages 0-5	9	117
Youth Programs Ages 6-11	14	749
Teen Programs Ages 12-18	12	58
Adult Programs Ages 19+	8	14
General Programs	8	47
GRAND TOTAL	51	985

AUGUST 2023

YOUTH PROGRAMS (0-5, 6-11)

Date	Title	On-Site (Y/N)	Age Group	Count
8/1/2023	Hula Hoop Story Time & Craft	Y	6-11	7
8/2/2023	Board Game Day	Y	6-11	0
8/3/2023	The Reptile Guys	N	6-11	181
8/5/2023	Saturday Story Time	Y	0-5	8
8/7/2023	Chalk Art	Y	0-5	3
8/7/2023	Monday Movies: Planes, Fire, & Rescue	Y	0-5	0
8/8/2023	Story Time with Fire Chief Frank	Y	6-11	22
8/9/2023	Wii Game Day	Y	6-11	2
8/9/2023	Rules of the Road for Beginning Cyclists	Y	6-11	7
8/10/2023	Fire & Police Station Tour	N	6-11	40
8/12/2023	Saturday Story Time	Y	0-5	8
8/14/2023	Play Doh Art	Y	0-5	4
8/14/2023	Monday Movies: The Lorax	Y	0-5	4
8/15/2023	Story Time with Mr. Gibbs	N	6-11	35
8/16/2023	Board Game Day	Y	6-11	0
8/17/2023	Tanglewood	N	6-11	27
8/19/2023	Saturday Story Time	Y	0-5	5
8/21/2023	Chalk Art	Y	0-5	1
8/21/2023	Monday Movies: Encanto	Y	0-5	0
8/22/2023	Tuesday Story Time	Y	0-5	10
8/23/2023	Wii Game Day	Y	6-11	5
8/24/2023	End of Summer Reading Celebration	Y	6-11	35
8/26/2023	Saturday Story Time	Y	0-5	10
Youth Attendance 0-5			53	
Youth Attendance 6-11			361	
Youth Total Attendance			414	
0-5 Total Programs			11	
6-11 Total Programs			12	
Youth Total Programs			23	

TEEN PROGRAMS (12-18)

Date	Title	On-Site (Y/N)	Age Group	Count
8/3/2023	Knitting with Nesi	Y	12-18	0
8/3/2023	Chess Lessons	Y	12-18	10
8/3/2023	Open Chess	Y	12-18	9
8/10/2023	Chess Lessons	Y	12-18	4
8/10/2023	Open Chess	Y	12-18	5
8/10/2023	Knitting with Nesi	Y	12-18	0
8/17/2023	Knitting with Nesi	Y	12-18	0
8/17/2023	Chess Lessons	Y	12-18	6

8/17/2023	Open Chess	Y	12-18	4
8/24/2023	Knitting with Nesi	Y	12-18	0
8/24/2023	Chess Lessons	Y	12-18	8
8/24/2023	Open Chess	Y	12-18	5

Teen Total Attendance **51**

Teen Total Programs **12**

ADULT PROGRAMS (19+)

Date	Title	On-Site (Y/N)	Age Group	Count
8/1/2023	The Patrick Jaouen Band Performance	Y	adult	37
8/2/2023	Senior Tech Hour	Y	adult	1
8/5/2023	Writers Group with Lee Marcus	Y	adult	5
8/8/2023	Book Club: Malibu Rising	Y	adult	7
8/9/2023	Senior Tech Hour	Y	adult	0
8/15/2023	Tech Help	Y	adult	2
8/16/2023	Senior Tech Hour	Y	adult	0
8/23/2023	Senior Tech Hour	Y	adult	0
8/29/2023	Tech Help	Y	adult	1

Adult Total Attendance **53**

Adult Total Programs **11**

GENERAL INTEREST PROGRAMS

Date	Title	On-Site (Y/N)	Age Group	Count
8/5/2023	Homebound Books Delivery	N	general	0
8/7/2023	Crochet for Beginners	Y	general	8
8/14/2023	Crochet for Beginners	Y	general	4
8/16/2023	Community Bike Ride	N	general	25
8/21/2023	Crochet for Beginners	Y	general	3
8/28/2023	Crochet for Beginners	Y	general	10
8/31/2023	Chess Lessons	Y	general	4
8/31/2023	Open Chess	Y	general	7

Gen Total Attendance **50**

Gen Total Programs **7**

August Monthly Totals	#of Programs	Count
Youth Programs Ages 0-5	11	53
Youth Programs Ages 6-11	12	361
Teen Programs Ages 12-18	12	51
Adult Programs Ages 19+	11	53
General Programs	7	50
GRAND TOTAL	53	568

Summer Reading Program Totals: July 5th – August 24th

<i>Summer Totals</i>	<i># of Programs</i>	<i>Count</i>
Youth Programs Ages 0-5	20	170
Youth Programs Ages 6-11	26	1,110
Teen Programs Ages 12-18	24	109
Adult Programs Ages 19+	14	66
General Programs	12	87
GRAND TOTAL	96	1,542

Summer Reading Totals:

Total number of submitted minutes/books read this summer:

Ages 0-11: 160,567 minutes (or 2,676 Hours)

Ages 12-17: 10,351 minutes (or 172.5 Hours)

Adults: 89 books

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT

September 19, 2023

REVENUE

City Balances

Checking	\$ 11,957.83
Savings	\$ 64,438.48
Capital	\$ 15,534.17

Library Checking Accounts

Board Checking Account	\$ 21,411.52
Conderman Account	\$ 7,997.83

<u>Maple City Bank Account</u>	\$ 53,410.12
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Quarterly Trust/Special Funds

Conderman Trust	\$ 245,950.41 (Annual interest income: \$5525)
Board Trust Fund	\$ 410,760.09 (Annual interest income: \$8,837)
Saxon Endowment	\$ 11,448.83
Mary Beth Smith Fund	\$ 10,000.00 (CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Lowe's	\$ 50.00
Amazon	\$ 14.99
Community Bank (new checks)	\$ 14.45
Walmart (misc)	\$ 46.45
Walmart (summer program)	\$ 62.68
US Post Office	\$ 10.03
Ed Flaitz (training, grant)	\$ 400.00
Sub Total	\$ 598.60

Bills Applied to Conderman Checking Account

	\$ 0.00
Sub Total	\$ 0.00
Total Both Checking Accounts	\$ 598.60

Total Operating Expenses: August 2023	\$26,279.82
July 2023	\$27,385.92
June 2023	\$34,536.05
May 2023	\$40,652.13
April 2023	\$26,095.40
Mar 2023	\$24,624.36

Feb	2023	\$43,864.17 (STLS \$16,516.00)
Jan	2023	\$26,493.37
Dec	2022	\$33,626.83
Nov	2022	\$34,404.59
Oct	2022	\$22,199.81
Sept	2022	\$22,177.80
August	2022	\$27,744.32
July	2022	\$28,020.22