

Library Meeting Minutes
Tuesday, 10/17/23

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
Holly Hogan
Alex Hoffman
Denise Chilson (Director)

Submitted by G. Kelleher

Absent / Excused:

Pat Moore
Kate Santelli

Regular meeting called to order at 5:01pm

Secretary's Minutes:

1. Motion made to approve September's minutes by Garrett, seconded by Joe. Approved unanimously.

Director's Report:

1. Denise shared that the staff have been doing quite a bit of training.
2. Vanessa and Denise are being interviewed by the Hornell Sun on Wednesday, 10/18 about the award they recently received.
3. The Library was awarded a grant through the Arts Council in the amount of \$5,000, with the goal being to use that to offer Young Adult art classes at the Library. Reservations will be required by calling the Library.
4. A.S.L. classes are going great.
5. Board members and staff collaborated to clean out the two sheds behind the Library on Tuesday, 10/10. Discussion was held on the need to do a "round two" in the Spring to finish the process.
6. The Library's "Eclipse Party" on Saturday, 10/14 was well attended, but the weather restricted visibility of the event.
7. Denise shared that the Library's patron numbers are continuing to increase.
8. Denise met with the school librarians regarding the "Book on Every Bed" initiative.
9. Denise will be attending a Conference / Workshop from 10/31 to 11/4 and, based on past experiences with this conference, is looking forward to learning a lot!
10. Denise shared that more she is constantly learning more about how to handle "1st Amendment Audits" and that information is being shared with staff.
11. Stanley Swan, the Undertaker, will be at the Library on 10/25 and was great last time he presented. It should be a great presentation!

12. Denise reported that a new November newsletter is forthcoming with all the great programming the Library has planned for next month!
13. Yoga classes are starting soon at 8:00am once or twice a week. A \$5 donation will be requested of recipients.
14. Digital Literacy workshops are coming up, including an important one on Cybersecurity for the Elderly.
15. Perry Grounds will be hosting two talks on 11/25 at the Community Arts Center on Native American culture and history. Please make every effort to attend, he's fabulous!
16. Denise discussed the \$500 grant that is being pursued in the hope of getting a book cart to more easily transport books to community centers, such as Elderwood. Denise hopes to hear news on that soon. Additionally, a \$10,000 grant is being considered for a legitimate "Bookmobile", more info on that forthcoming...
17. Denise reinforced that if anyone ever has any questions, please call or email her!

Financial Officer's Report:

1. For the full Financial Report, see Appendix A.
2. Joe reported that the Library Checking, Savings and Capital accounts are all in good shape.
3. Joe shared that new funding kicks in the first week of November with the tax levy.
4. Joe cited that the Capital Fund will be back at normal numbers when the reimbursements are shifted from Board Checking Account.
5. Joe reported that the Library received an "A" rating from auditors.
6. Motion made by Garrett, seconded by Norm for:
Resolution to create a Maple City Savings C.D. in the amount of \$53,000.
Approved unanimously.
7. Joe reported that the Conderman Trust is up, the Board Trust Fund is down, by about the same amounts. A discussion was held on the status of these trusts and Mike volunteered to look at them and report back to the Board with suggested best steps moving forward.
8. *Motion made by Joe, seconded by Norm, to pay the Library's bills.*
Approved unanimously.

Finance Committee Report:

1. N/A

Personnel Committee Report:

1. Director Evaluations are due.
2. Nerissa is leaving in December and needs to be replaced for about ten days. Denise will talk to Ian, who has been volunteering at the Library for some time now, about applying as a replacement.

Building Committee Report:

1. Thanks to Norm for the new hinge lock put on the Lending Library!
2. Electronic markers on books discussed, Denise stated that before pursuing that, a complete inventory of the Library's collection is needed first.
3. Initial preapproval was given by S.T.L.S. and N.Y.S. for a grant to purchase security cameras. A discussion was held on whether the Board should move to buy them on our own under the assumption that the grant will come through, or wait. This was tabled until November when Denise can report back...
4. Denise also shared her concerns about issues with the weather-stripping on the back doors and the possibility that this could be included in the abovementioned grant allocation?

Friends of the Library Report:

1. Denise reported that "Friends" met last week and will be helping with Trick or Treat on 10/31.
2. The Friends helped with the Fall Festival booth on 10/14.
3. Friends are still desperately in need of a campaign to recruit more members. Garrett suggested perhaps creating a flier that could be inserted in each book patrons take out encouraging people to join the Friends of the Library group.

Outreach Committee Report:

1. Gary will put an email out soon about a meeting of the Outreach Committee, with the primary efforts being to help promote Friends' membership and a "School Ambassadors" program at the Hornell schools and other ways to encourage young adult involvement at the Library.

Old Business:

N/A

New Business:

1. Garrett will look at Denise's Directors Reports and report back to the Board.

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

Motion made to adjourn at 6:05pm. Moved by Norm, seconded by Gary. Approved unanimously.

Appendix A:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT

October 17, 2023

REVENUE

City Balances

Checking	\$ 7,482.90
Savings	\$ 35,018.19
Capital	\$ 15,601.05

Library Checking Accounts

Board Checking Account	\$ 62,220.17
Conderman Account	\$ 10,216.95

<u>Maple City Bank Account</u>	\$ 53,420.73
--------------------------------	--------------

Quarterly Trust/Special Funds

Conderman Trust	\$ 246,944.46 (Annual interest income: \$5525)
Board Trust Fund	\$ 409,342.58 (Annual interest income: \$8,837)
Saxon Endowment	\$ 12,167.13
Mary Beth Smith Fund	\$ 10,000.00 (CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Amazon-Books	\$ 224.51
Amazon-Children's Programs	\$ 42.88
Amazon-Ipods	\$ 3,063.12
Amazon-Office Supplies	\$ 17.86
Sub Total	\$ 3,348.37

Bills Applied to Conderman Checking Account

\$ 0.00	
Sub Total	\$ 0.00

Total Both Checking Accounts \$ 3,348.37

Total Operating Expenses: Sept	2023	\$24,998.85
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