

Library Meeting Minutes  
Tuesday, 11/21/23

**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  
Holly Hogan  
Pat Moore  
Alex Hoffman  
Denise Chilson – Director

**Absent / Excused:**

Kate Santelli

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

Secretary's Minutes:

1. Motion made to approve October's minutes by Garrett, seconded by Norm. Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared that from October 2021 to October 2023 there has been a 163.5% increase in patrons at the Library!
3. The Alzheimer's Association is hosting a monthly meeting at the Library for caregivers.
4. The first Homeschooling group, of about 30 students, came in and the event went well. Denise and her staff are looking into tours of local sites (i.e. Post Office, Fire and Police Departments, etc...) for the Homeschool students as well.
5. A Solar Eclipse Event in the Spring is being planned.
6. Denise shared some upcoming events at the Library and showed the Board the December newsletter highlighting these events.
7. Denise asked if the Board would support installing "Koala Changing Stations" in the Library's Bathrooms. The Board thought this was a great idea; Denise will look into cost and installation specifics...
8. The purchase of a snow blower was discussed again. The Board decided it was worth the investment. Joe will look into the best option and make the purchase. Joe also volunteered to have a training session for some of the employees.
9. Denise asked if the Board would support her deleting the Hornell Public Library Patron Facebook page, so everyone is utilizing the same site. The Board agreed it isn't sensible to have this secondary page, so Denise will look into this, making sure to post a notice on the page prior to deleting it...

10. Publicity for upcoming Library events was discussed, focusing on the following:
  - a. Sending a flier home with Intermediate and North Hornell students (perhaps via the Librarians???)
  - b. Radio / streaming ads probably aren't going to reach our target audience. This idea was tabled for the time being...
  - c. Free radio time, however, is a no-brainer! Denise said she should be able to get free ad time on the local stations without much trouble and will pursue this...
11. Electric Vehicle Charging Stations were discussed, with Denise agreeing to contact the City about the Center Street parking lot possibly being a site for H.P.L. charging stations.
12. Denise shared that Library School students reached out to her about internships at the H.P.L. The Board thought this was a great opportunity for all parties, perhaps having future student interns focus on Young Adult programming efforts.
13. Work Force Development through ProAction has a person in mind to be placed... More on this T.B.D.
14. Denise reported that a down payment was sent to CPE for the keyless door system. It was discussed that a code was needed before she could move further on this... The Knox Box is coming to fruition as well.

Financial Officer's Report:

1. For the full Financial Report, see Appendix B.
2. Denise is beginning to build the 2024-25 budget. Denise's desire to have two employee positions full-time (approx.. \$54,000 per year with benefits) was discussed, along with the impact that would have on future budgets. Finally, a discussion was held on the need to switch to QuickBooks instead of Excel.
3. *Motion made by Pat, seconded by Garrett, to pay the Library's bills.*  
Approved unanimously.
4. Joe reported that all accounts are in sound shape. A discussion was held on our Trusts, with the Board agreeing to continue looking into what options would be best for the Library moving forward with regards to these Trusts...
5. A question was posed by Pat about a line item from the Financial Committee Report.

Finance Committee Report:

1. N/A

Personnel Committee Report:

1. Director Evaluations were discussed. There were six respondents, all approving of Denise's performance as Library Director.
2. Norm asked about the new employee, Denise said he is doing well!
3. It was discussed that employees should be wearing their nametags at all times. Denise reminded the Board that once the keyless door system is installed, lanyards with required badges would be worn.

4. Nerissa's last day is 19 DEC 2023:

November 13, 2023

Director Denise Chilson and Board of Trustees,

My husband and I have purchased a home in Tennessee. We plan to make it our permanent retirement home.

Working at Hornell Public Library, I have met many wonderful people and learned so much. The most important thing I have learned is that public libraries are vital to their communities.

I hope to use my experience working in a public library at a local public library in Tennessee.

With all my obligations in the near future, I set my last day at Hornell Public Library as Tuesday, December 19, 2023.

Thank you for giving me the opportunity to work and learn at Hornell Public Library,



A. Nerissa (Nesi) Reisman

*Motion was made by Joe, seconded by Pat, to accept Nesi's resignation. Approved unanimously.*

Building Committee Report:

1. Norm reported that come spring painting on the façade of the Library would be needed.
2. Joe pointed out the great job Norm did improving the Lending Library's door latch. Thank you Norm!
3. Denise reported that the front steps have some issues / damage that need to be repaired.
4. Norm also reported that the shed roof is still leaking even after a repair attempt. The source has been difficult to identify.

Friends of the Library Report:

1. Denise reported that upcoming Friends efforts include:
  - a. Updating their Facebook page.
  - b. A table at "The Warehouse" on 11/25 for the Hornell Holiday Parade.
  - c. Working with Val on "Kids Night" on 12/7, where parents could have their child babysat while they shop for the upcoming holidays, with the opportunity to bring their receipt and get half the cost back.
2. The Friends currently have \$7,759.63 in their account.

Outreach Committee Report:

1. Gary reported on the following:
  - a. Advertising has begun in earnest at the High School, with Library-created posters being put up on the TVs and on walls throughout the building.
  - b. Perry Ground promotion at the H.S. will hopefully improve numbers, with Gary offering his Juniors extra credit and encouraging his fellow Social Studies teachers to do the same.
  - c. The Outreach Committee will focus over the months to come on increasing the number of “Friends” members, as well as working with Friends to help with their initiatives.
  - d. The Committee is looking at working with Friends to have a can / bottle collection site at the Library, similar to what the Hornell Humane Society has. Ours would most likely be made up of pallets, with Norm volunteering to help with this once the materials are secured...
2. Denise again brought up the idea of getting a bus, van or trailer donated for a “Bookmobile”, which would be used to transport materials to Elderwood and other nursing homes, as well as facilitating our Homebound Books initiative. After much discussion, this will continue to be pursued...

Old Business:

N/A

New Business:

N/A

***The next Board meeting will be on Tuesday, December 19<sup>th</sup> at 5:00pm in the Library Conference Room.***

Motion made to adjourn at 6:34pm. Moved by Holly, seconded by Pat. Approved unanimously.

Appendix A:

**Directors Report for Board Meeting November 21, 2023**  
Denise Chilson – Library Director

**PATRON CATEGORIES BY MONTH**  
**OCTOBER 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
<b>Summer Program attendance Aug</b>				<b>568</b>			<b>568</b>	
<b>SEPT 2023</b>	<b>156</b>	<b>95</b>	<b>695</b>	<b>290</b>	<b>329</b>	<b>160</b>		<b>1725</b>
<b>OCT 2023</b>	<b>255</b>	<b>60</b>	<b>687</b>	<b>1020 *</b>	<b>387</b>	<b>113</b>		<b>2522</b>

(\*Includes Halloween attendance 606)

**TOTAL 5,299 3,817 16,210 10,857 14,431 4,628 55,242**

**October 2021-October 2023 163.5% increase**

**Workshops/Trainings/Meetings attended:**

- 10/17/23- Marketing for Small Libraries (Eba)
- 10/19/23: Interview with Hornell Sun (Denise and Vanessa)
- 10/26/23 LJ Day of Dialog (Denise)
- 10/26/23 Performers Database (Denise & Eba)
- 10/26/23 ILL Meeting (Denise, Eba, Quinzel, Vanessa)
- 11/01/23-11/04/23 NYLA Trainings:
  - o Chat GPT & Libraries (Eba)
  - o Communication Skills for Developing Leaders (Denise)
  - o Writing Winning Grant Proposals (Denise & Eba)
  - o NYLA Networking Membership Meeting (Denise & Eba)
  - o Tools and Tactics for Change Keynote Ala Pres. Emily Drabinski (Denise & Eba)
  - o Reviving Teen Engagement through “Subscription Service” Programming Eba
  - o Weeding for the Utterly Fearless (Denise)
  - o Recovering Admin: How to Get Back to the Joy of Being a Librarian (Denise)
  - o Rethinking Summer Reading (Eba)
  - o Kind, but with a Spine: Constructive Confrontation, Deliberate Boundaries and Avoiding Compassion Fatigue (Denise)
  - o The TikTok Revolution: Using Short Form Video for Promotion and Instruction (Eba)
  - o Drop STEM, Why We Need STEAM (Denise & Eba)
  - o Get Them to Show Up (Denise)
  - o Outreach at Any Size (Eba)
  - o Library Movement: De-Stress with Everyday Exercises (Denise)
  - o Let’s Talk about Sustainability Programming and Outreach (Eba)
- 11/08/2023- Library Programs For Homeschoolers (Eba)
- 11/09/23 LibraryCon (Denise)
- 11/09/23 Solar Eclipse Meeting (Denise, Eba, Val/HPG and Jeremy Pallotti/HCSO)
  - o Anyone on the Board know of Science Teachers/Profs from Hornell/Alfred areas who might be willing to participate?
- 11/09/23 Phil from Alzheimer’s Assoc. (Denise, Eba and Phil) We will be hosting a monthly meeting for Caregivers…Respite provided by Faith-In-Action
- 11/09/23 Home Schooling Meeting and Program (Eba on point… We will be planning Monthly programs for Home Schooling families (open to General Public, too) as well as working with local partners to collab on tours (Post Office, City Hall, Fire Dept., etc) (Eba, Denise)
- 11/9/23: ARTS Council of the Southern Finger Lakes Grant Opportunities Webinar Vanessa
- 11/10/23 Meeting with Christine Stewart to go over Financial Reports
- 11/15/23 ILS Meeting STLS (Denise Eba Kelly and Vanessa)
- 11/15/23 Friends of the HPL Meeting
- 11/16/23 Eclipse Meeting (Denise, Eba, Val)
- 11/20/23 STLA DAC Strategic Planning Meeting (Denise)

**Library Updates**

- 10/20/23 Code Inspection by Fire Chief and Larry Bacon- They said the Library looks great and we passed with flying colors.
- Next Book Club Book is *Bright Lights, Big Christmas* by Mary Kate Andrews. Reserve your copy now, if you are interested!
- Library will be closed 11/23/23 for Thanksgiving…Remember to join us at the Community Arts Center for Perry Ground on 11/25/23 for “Stories from the Longhouse” and “Re-Thinking Thanksgiving!”

## Programming and Services

10/14/2023	An Eclipse Story Time	9
	St. Ann's Academy Story Time	27
10/17/2023	Tech Help Appointment	1
10/19/2023	Chess Lessons	7
10/19/2023	Open Chess	3
10/21/2023	School Bus Safety Week Story Time	2
10/21/2023	American Sign Language Class	11
	St. Ann's Academy Story Time	25
10/23/2023	Crochet for Beginners	3
10/24/2023	Elderwood	11
10/24/2023	Tech Help Appointment	1
10/25/2023	Stanley Swan's Spooky Stories from the Morgue	9
10/25/2023	Tech Help Appointment	1
10/26/2023	Tech Help Appointment	1
10/26/2023	Chess Lessons	4
10/26/2023	Open Chess	5
	Spooky Science: Exploring Your Skeletal System Story Time	4
10/28/2023	American Sign Language Class	9
	St. Ann's Academy Story Time	25
10/30/2023	Crochet for Beginners	5
10/31/2023	Creepy & Silly Chronicles with Dan "Millhouse" Hausman	11
10/31/2023	Trick or Treat	606
	Young Artists Unleashed: Drawing Series with Craig	
11/1/2023	Prophet	9
11/2/2023	Chess Lessons	4
11/2/2023	Open Chess	6
11/4/2023	Story Time	3
11/4/2023	Writers Group	2
11/4/2023	Homebound Books Deliveries	3
11/4/2023	American Sign Language Class	11
	St. Ann's Academy Story Time	27
11/6/2023	Crochet for Beginners	4
	Young Artists Unleashed: Drawing Series with Craig	
11/8/2023	Prophet	8
11/8/2023	Foundations of Flow - Yoga for Beginners	3
11/9/2023	Homeschooling Community Mtg	30
11/9/2023	Chess Lessons	4
11/9/2023	Open Chess	6
	St. Ann's Academy Story Time	27
11/13/2023	Space Camp Discussion with Clara	22
11/13/2023	Crochet for Beginners	5
	Adult Book Club: The Keeper of Lost Things by Ruth Hogan	
11/14/2023		4

11/15/2023	Young Artists Unleashed: Drawing Series with Craig Prophet	6
11/15/2023	Foundations of Flow - Yoga for Beginners	4
11/15/2023	Internet Basics	6
11/16/2023	Medicare Info Session	4
11/16/2023	Chess Lessons	6
11/16/2023	Open Chess	5
11/18/2023	Story Time	
11/18/2023	Stained Glass Demonstration with Marty Vogt	
	St. Ann's Academy Story Time	
11/20/2023	Crochet for Beginners	
<b>Total</b>	<b># of Programs</b>	<b>Attendance</b>
	50	989

To Discuss:

Policy Committee  
 Need more FRIENDS  
 Holiday Party  
 Down Payment sent into CPE for Keyless Door and Cams  
 Weeding Project  
 Investigating FT status  
 School District \$ arrived...we can keep the lights on!

\*\*\*December Newsletter will be sent out



Appendix B:

**HORNELL PUBLIC LIBRARY FINANCIAL REPORT**  
November 21, 2023

**REVENUE**

<u>City Balances</u>	
Checking	\$ 9,863.46
Savings	\$ 370,307.41
Capital	\$ 15,669.48
<u>Library Checking Accounts</u>	
Board Checking Account	\$ 46,063.93
Conderman Account	\$ 10,216.95
<u>Maple City Bank Account</u>	\$ 53,420.73
<u>Quarterly Trust/Special Funds</u>	
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**

<u>Bills Applied Against Board Checking Account</u>	
Amazon-Books	\$ 70.07
Amazon-folding chairs	\$ 1,645.71
CPE	\$ 9,241.05
Wegmans-Digital Workshop	\$ 82.35
American Lib Assoc refund	\$ 6,000.00
NYLA Conference	\$ 263.95
Walmart-Eclipse	\$ 34.83
4-Imprint-Mercurt Notebooks	\$ 741.40
NYLA Conference-EBA	\$ 355.00
Lowe's-Keys for Shed/cabinet	\$ 21.88
<b>Sub Total</b>	<b>\$18,456.24</b>
<u>Bills Applied to Conderman Checking Account</u>	
	\$ 0.00
<b>Sub Total</b>	<b>\$ 0.00</b>
<b>Total Both Checking Accounts</b>	<b>\$18,456.24</b>

Total Operating Expenses: Oct	2023	\$25,480.50
	Sept	\$24,998.85
	<u>August</u>	\$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