

Library Meeting Minutes
Tuesday, 01/16/24

Attended at Hornell Community Arts Center:

Garrett McGowan – BOT President
Joe Liberto – BOT Chief Finance Officer
Gary Kelleher – BOT Secretary
Norm Ellis
Holly Hogan
Pat Moore
Denise Chilson – Director

Submitted by G. Kelleher

Excused:

Mike McCumiskey – BOT Vice President
Alex Hoffman
Kate Santelli

Regular meeting called to order at 5:02pm

Secretary's Minutes:

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

Motion made by Pat, seconded by Garrett, to pay the Library's bills.
Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise pointed out that patron numbers dipped slightly, but probably on account of the date of the Christmas holiday and not a concern.
3. The Annual Report is complete, with the final 2023 numbers showing the Library hosted 441 programs for 5,519 patrons.
4. Solar Eclipse program is in the works. Staff have been meeting for a while on it, but really need "Friends" to help. If more people don't start getting involved in the planning, they may have to shift to a smaller scale event.
5. Final walkthrough was held with Brian Hildrith to wrap up Building Construction Aid Grant.
6. Doors and cameras project will start in early February.
7. The new electric snow thrower is in, located in the old shed. The Library is looking at moving to an electric mower in the spring, which would use an interchangeable battery as that of the snow thrower, providing a backup...
8. Denise reported that she moved the desk and computer out of the Young Adult section and it's been a success!

9. Per a previous motion, staff minimum wage increase will move from \$14.20 to \$15.00 retroactive January 1st, 2024. Please see below for details:

HORNELL PUBLIC LIBRARY STAFF WAGE INCREASE GROSS PAY						
2024						
STAFF	2022 Hourly wage	2023 Hourly wage	BiWkly Hrs	BiWkly Wages	Yearly Wages	
BISSON, JOANNE	\$ 14.20	\$ 15.00	39.50	\$ 592.00	\$ 15,405.00	
MAHONEY, MOLLY	\$ 14.20	\$ 15.00	39.50	\$ 592.50	\$ 15,405.00	
MARKEL, KELLY	\$ 14.20	\$ 15.00	36.00	\$ 540.00	\$ 14,040.00	
PHILBRICK-MILLER, IAN	\$ 14.20	\$ 15.00	39.50	\$ 592.50	\$ 15,405.00	
POTTER, MAT	\$ 14.20	\$ 15.00	39.50	\$ 592.50	\$ 15,405.00	
TURNER, BETH	\$ 14.20	\$ 15.00	8.00	\$ 120.00	\$ 3,120.00	
WALKER, QUIN	\$ 14.20	\$ 15.00	59.50	\$ 892.50	\$ 23,205.00	
BUCKLEY, ALLYSON	\$ 14.20	\$ 15.00	24.00	\$ 360.00	\$ 9,360.00	
WAGES 2024					\$ 111,345.00	
SOCIAL SECURITY 7.65%					\$ 8,517.89	
					\$ 119,862.89	

10. *Motion to accept Nesi's resignation, effective 12/18/23, by Joe, seconded by Garrett.*
Approved unanimously.
11. *Motion to move Allyson Buckley and Elizabeth Turner from part-time Library aid to substitute by Gary. Seconded by Garrett.*
Approved unanimously.
12. There was a question from Pat on QuickBooks staff training.

Financial Officer's Report:

- For the full Financial Report, see Appendix B.
- Joe reported on the financial report, stating that all was healthy. The Board Checking account has more in it than is ideal, so money will most likely be moved into the capital account dependent on advice from Michelle Smith.
- Joe specifically spoke on the status of the Conderman and Board Trusts, as well as the Saxon Endowment. All are where they should be...
- Motion made by Pat, seconded by Holly, to pay the Library's bills.*
Approved unanimously.

Finance Committee Report:

- N/A

Personnel Committee Report:

- N/A

Building Committee Report:

1. Thanks to Norm and Joe for installing the “Koala Kare” Changing Stations!
2. The new snow thrower, as discussed previously, is operational!

Friends of the Library Report:

1. Friends couldn't make it to the meeting, but they will be having their own meeting on Wednesday, 1/17.
2. The Board discussed the goal of generating a “wish list” of items that Friends could use their funds towards. Some ideas of items that Friends could donate to the Library, should be generated by our February meeting. One item that was specifically discussed was kids' seating in the downstairs section of the Library...
3. Norm asked about progress of the Bookmobile initiative and any subsequent grants. Denise reported that the grants have been applied for. A discussion was held on the donated bus probably being the best option.
4. A discussion was held on the position of the sheds behind the Library, specifically the space between the sheds and the building, and safety concerns related to this. The idea of putting some type of gate or fencing around the area was considered but tabled for a later meeting.

Outreach Committee Report:

1. Gary reported that “Homebound Books” delivery occurred on Saturday, January 6th to three homes.
2. Gary also updated the Board on the status of the can and bottle recyclable bin in the back of the Library. Pallets are still being considered, with other options also being investigated. Gary, Norm and Denise are continuing to pursue this...

Old Business:

N/A

New Business:

1. Denise has a meeting on Monday, February 26th at 7:00pm with the Hornell Common Council regarding the Library's possible annexation and use of the Community Arts Center facility. The Board discussed several items related to this, including utilities, the City's continued use of the site as a polling place, what the lease would need to be to apply for building grants and staffing of the site.
2. The Board would like to have as many members as possible at the 2/26 meeting in support of this opportunity. Please attend if you are able!
3. A brainstorming session occurred regarding some options for the use of the site, which included, but was not limited to, the following:
 - a. Hornell Community Theater Productions
 - b. Continued partnerships with other local organizations
 - c. Yoga
 - d. Cooking Classes
 - e. “Movie Nights” on Friday evenings
 - f. Game Nights
 - g. Bingo

- h. Team Trivia
- i. Ping-Pong / “Teen Rec” Nights
- j. Small Classroom space for classes
- k. Larger venue for summer programming
- l. Art Shows
- m. Washer / Dryer / Showers in partnership with Catholic Charities
- n. Food Pantry

Please email Denise with any additional ideas ASAP so they can be included in the Presentation!

The next Board meeting will be on Tuesday, February 20th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:54pm. Moved by Pat, seconded by Garrett. Approved unanimously.

Following the conclusion of the meeting, a tour of the site was conducted with further brainstorming of possible uses...

Appendix A:

Directors Report for Board Meeting January 16, 2024 Denise Chilson – Library Director

PATRON CATEGORIES BY MONTH DECEMBER 2023

	YA MORN	YA EVEN	FRONT MORN	FRONT EVE	JUV MORN	JUV EVEN		DAILY TOTAL
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
SEPT 2023	156	95	695	290	329	160		1725
OCT 2023	255	60	687	1020 *	387	113		2522
NOV 2023	140	76	598	495	337	143		1789
DEC 2023	48	50	637	431	454	113		1733*

TOTAL 5,487 3,943 17,445 11,783 15,222 4,884 58,764

*First dip in visits since 2021- In reviewing notes and stats, I feel this is due to “Facebook Live” Story Hours being held in 2021, as well as St. Ann’s coming more consistently and with more classes in Dec 2021. Due to COVID-19 restrictions being lifted, streamed Story Hours were no longer allowed.

*****We offered 441 programs with a total attendance count of 5,519 people in 2023*****

Workshops/Trainings/Meetings attended:

- 01.03.24 CCOC Meeting Denise
- 01.11.24 Solar Eclipse Meeting @ Maple City Denise, Eba, Erickson (Friends), Val (HPG)

Library Updates

- 12.20.24 Final walk-through with Brian H./STLS to wrap up Building Construction Aid Grant 2022
- 12.21.24 Construction Aid Grant Final Pics and numbers uploaded to NYS Website and submitted for BCAG 2022. We are just waiting for final NYS approval and then we will receive the remaining 10% in grant money.

- 01.11.24 Proctored Real Estate Exam for Colibri...I am having HPL removed as a proctoring location because of the potential for a conflict of interest...Colibri will pay a person for proctoring, but they will not donate to HPL. I did proctor this last exam, but I did not and will not receive compensation.
- 01.12.24 New Snow Thrower for library picked up...it is electric. Located in old shed, if you'd like to see the beast!

IT Updates-

- 01.05.24 Worked with Ed to move staff computer out of YA Denise, Ed, Vanessa
- 01.05.24 Ed Help get us started on setting up QB Denise, Ed, Vanessa
- 01.08.24 Lori Corso in to start teaching QB's Vanessa, Christine S.
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- Uptick in IT help requests (not reflected below bc they often get recorded as reference help)

Programming and Services

Library Programming: December 20 - January 16

Date	Program	Attendance
12/20/2023	Foundations of Flow - Yoga for Beginners	0
12/21/2023	Chess Lessons	6
12/21/2023	Open Chess	5
12/22/2023	Foundations of Flow - Yoga for Beginners	0
12/23/2023	Story Time	0
12/29/2023	Chess Lessons	2
12/29/2023	Open Chess	2
12/30/2023	Story Time	4
1/4/2024	Alzheimer's Association Caregiver Support Group	2
1/4/2024	Chess Lessons	3
1/4/2024	Open Chess	3
1/6/2024	Three Little Pigs STEAM Story Time	4
1/6/2024	Homebound Books Deliveries	3
1/6/2024	Writers Group with Lee Marcus	5
1/8/2024	St. Ann's Academy Visit	25
1/8/2024	Tech Help Apt	1
1/8/2024	Tech Help Apt	1
1/8/2024	Crochet for Beginners	4
1/10/2024	Mobile Device Basics: Android	0
1/11/2024	Understanding & Responding to Dementia-Related Behaviors (AA)	0
1/11/2024	Chess Lessons	4
1/11/2024	Open Chess	4
1/13/2024	The Recess Queen STEAM Story Time	9
	St. Ann's Academy Visit	24
	St. Ann's Academy Visit	20

Total	# of Programs	Attendance
		25 131

To Discuss:

- Need to have Minimum Wage Increases in our Minutes
- Nesi's Last day in minutes
- Changes to Subs in minutes

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT

January 16, 2024

REVENUE

City Balances

Checking	\$ 11,386.86
Savings	\$ 309,167.86
Capital	\$ 15,803.38

Library Checking Accounts

Board Checking Account	\$ 49,471.96
Conderman Account	\$ 13,152.72

Maple City Bank Account

Savings	\$ 427.77
CD	\$ 53,000.00

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	\$ 427.95
Post Office Stamps	\$ 268.00
Elizabeth Klindt (Yoga)	\$ 300.00
Blackstone Audio	\$ 56.85
Walmart Packing tape/envelopes	\$ 17.33
Sub Total	\$ 1,070.13

Bills Applied to Conderman Checking Account

	\$ 0.00
Sub Total	\$ 0.00
Total Both Checking Accounts	\$ 1,070.13

Total Operating Expenses: Jan	2024	\$36,309.39
	Dec 2023	\$38,683.23
	Oct 2023	\$25,480.50
	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