

Library Meeting Minutes
Tuesday, 03/19/2024

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
Alex Hoffman
Denise Chilson – Director

Excused:

Pat Moore
Holly Hogan
Kate Santelli

Regular meeting called to order at 5:00pm

Secretary's Minutes:

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

Director's Report:

1. See Appendix A for the full Director's Report and the April 2024 Newsletter.
2. Denise reported that patron numbers are up, although the Library is now conducting the patron count differently than in the past.
3. Volunteers are needed for painting jobs around the community, reach out to Denise if you're willing to help.
4. Denise shared that there was an incident with the fire alarm going off last Friday (3/15). The cause isn't clear, but the Fire Department responded and deemed the building safe.
5. The History collection is now upstairs. Some decisions are forthcoming on the History Room and it's collection of artifacts.
6. The Library was awarded a \$645 Community Art Grant. It will be a little while before the money is distributed, however...
7. *Motion made by Gary, seconded by Norm, to: Approve the Annual Report as of 3/19/2024. Approved unanimously.*
8. The Friend's Solar Eclipse event is on Monday, 4/8 from Noon to 5:00pm. If you're available, stop down to Shawmut Park to support this event!

**The Board would like to note that the Director's Report was completed in record-setting time – just over 5 minutes!!! 😊*

Financial Officer's Report:

1. For the full Financial Report, see Appendix B.

2. Joe reported that City Balances are healthy, with Savings actually ahead of where we were last year at this time.
3. The Board Checking and Conderman Accounts are both healthy.
4. Joe shared that the Maple City Bank Accounts are about the same as last month.
5. The Board Trust Fund is down slightly, while other Trust / Special funds are holding steady.
6. Operating expenses are up for March 2024 compared to last year on account of the Library having to pay STLS \$16,725.00.
7. Norm asked Mike about Trust Fund ideas, which led to a discussion on Nottingham coming to speak with the Board about options. Mike mentioned possibly having Maple City Savings also attending to discuss what they might be able to do with those trust funds.
8. *Motion made by Alex, seconded by Gary, to pay the Library's bills.*
Approved unanimously.

Personnel Committee Report:

1. A discussion was held on moving Eva K. and Vanessa J. to provisional full time employees on April 1st, 2024. Denise spoke to the Civil Service representative about what this would involve.
2. *Motion made by Garrett, seconded by Gary, to: Move Eva and Vanessa to provisional full time employees effective April 1st 2024.* Approved unanimously.
3. A follow-up discussion focused on benefits for the abovementioned employees. Garrett stated that he supports 10 vacation days, 3 bereavement days, 3 personal days and provided holidays. Vacation days would then be increased to 15 days after a three-year period, not to exceed a certain amount. Before any definitive decisions can be made, we need to find out what Denise is allotted, and perhaps set the new full-time employees to the same amount of days. This can then be revisited after that...

Building Committee Report:

1. Norm reported that he has been working on the Bookmobile, trying to get that effort moving forward. The key has been lost, so a locksmith is currently trying to remedy that issue. Norm reported that he gave the vehicle an informal look-over and he said it looks relatively good upon first glance. New tires may be needed – TBD...
2. Denise said she would call Mitch Cornish at the City to see if work done on the Bookmobile could be done by the City as part of their “fleet”.

Friends of the Library Report:

1. Denise shared that the Solar Eclipse event is their main focus right now.
2. They are looking at holding a meeting next Friday (3/29) at 5:00pm. Denise will be asking them if they can meet elsewhere this time. A Board member brought up the Y.M.C.A. Community Room as an option that should be available.

Outreach Committee Report:

1. Gary reported that the Outreach Committee met earlier this month and would like to undertake the following two initiatives:

- a. Work with Friends to expand their membership. In order for this to occur, Friends needs to have an organizational meeting first to solidify their structure.
- b. Create a questionnaire that would be available both electronically and for physical distribution. This questionnaire would allow patrons and community members to share ideas on what programming they would like to see at the Library that isn't already being offered.

Policy Committee Report:

1. Gary reported that the Policy Committee met and has a plan moving forward. It will begin by looking at the General Policies, which are quite dated. Once the General Polices are updated, individual policies that have been created over the years will be analyzed and updated, if necessary. Finally, new policies will be created for issues that are deemed important, but don't currently exist (i.e. History Room Policy, Disaster Policy, Freedom to View Policy, etc...).
2. Joe thought that the Library already had an Emergency Action Plan (from the COVID Pandemic), but will have to look for it in his files.

Old Business:

1. Norm asked if there was an update regarding the Arts Center. Denise spoke briefly on the presentation last month and shared that she was asked to write a "Letter of Support", which she did. At this point, we're waiting on the City's response.
2. Norm also asked about the cameras and doors. At this point we're waiting on the delivery of some hardware, which are backordered...

New Business:

1. Please help publicize the Eclipse Event at Shawmut Park on the afternoon of 4/8. The Board agreed that info on this should be shared with the public sooner rather than later.
2. Norm asked about the Bottle & Can Return Receptacle. Recyclables have not been returned yet, although there are a few bags out there from when the receptacle was first built by Norm.

The next Board meeting will be on Tuesday, April 16th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:31pm. Moved by Gary, seconded by Norm. Approved unanimously.

Appendix A:

Directors Report for Board Meeting March 19, 2024
Denise Chilson – Library Director

**PATRON CATEGORIES BY MONTH
FEBRUARY 2024**

2024 Patron Counts					
Month/Year	Adult Morn	Adult Eve	Juv Morn	Juv Eve	Total
Jan 2022	694	588	298	86	1,666
Jan 2023	712	461	295	131	1,599
Jan 2024	554	435	444	182	1,615
Feb 2022	559	537	273	81	1,450
Feb 2023	718	433	249	128	1,528
Feb 2024	598	650	402	190	1,840
Mar 2024					
Apr 2024					
May 2024					
Jun 2024					
Jul 2024					
Aug 2024					
Sep 2024					
Oct 2024					
Nov 2024					
Dec 2024					
Total	2,429	2,055	1,368	581	6,433

Workshops/Trainings/Meetings attended:

- 02.08.24 Sensory Storytime (Eba)
- 02.08.24 Welcoming Deaf Patrons to your Library (Eba)
- 02.13.24 Project Outcome 101 (Vanessa)
- 02.15.24 Collaborative Summer Programming (Eba)
- 02.26.24 Common Council Meeting HPL, YMCA, Community Theater Group (Denise Garrett and Mike)
- 02.28.24 STLS ILS Meeting (Denise, Eba, Vanessa, Kelly)
- 02.29.24 Homeschoolers and the Public Library (Eba)
- 03.04.24 Outreach Committee (Alex, Denise, Gary, Holly, Kate)
- 03.06.24 CCOC Meeting (Denise, Eba)
- 03.06.24 Habitat for Humanity "Brush For Kindness" meeting. HH looking for Vols to help paint porches and do light landscaping May 18th (Denise Eba)
- 03.06.24 Friends of HPL Meeting (Denise)
- 03.07.24 SCOFA Meeting (Denise)
- 03.07.24 Meeting with the Mayor, YMCA, HPL Theater Group, City Grant writer, DPW re: Community Arts Center (Denise)
- 03.11.24 Hornell Sun Interview (Denise, Eba)
- 03.13.24 Teen Summer Workshop1 (Eba)
- 03.14.24 Policy Committee Meeting (Denise & Policy Committee)
- 03.14.24 QuickBooks Training (Christine, Chris, Vanessa)
- 03.14.24 Intersectionality of 250th Programming (Denise)
- 03.15.24 Legal Resources for Library Visitors (Denise)

Library Updates

- **CPE** new cameras and door system. We are still waiting for the key fobs to come in.
- Continued uptick in Supervised Visits; Staff and Social Workers apprised of Patron Behavior Policy. Staff reminded to document any issues with visits (A Director at another library in STLS was recently subpoenaed for testimony in an incident from over one year ago at their library and they told me they were lucky they documented what happened because they had forgotten about the details of the incident, but they were able to rely on notes they had taken)
- **Circulating History is now all upstairs with the rest of the non-fiction!**

IT Updates-

- 03.01.24 Ed moved phone from YA to Front Desk
- 03.12.24 Paychex Training Denise. Chris Barron, Christine Stewart and Vanessa will need to do the training

Programming and Services

Library Programming: January 17 - February 20

Date	Program	Attendance
1/18/2024	Homeschool Hangout: Tour of Library	18
1/18/2024	Multilingual Story Time	25
1/18/2024	Chess Lessons	5
1/18/2024	Open Chess	5
1/20/2024	An Engineering STEAM Story Time	9
1/20/2024	Staying Safe Online: Cybersecurity for You & Your Family	6
1/22/2024	Crochet for Beginners	4
1/24/2024	Your Life, Your Decisions (OFA)	3
1/24/2024	Mobile Device Basics: iOS	5
1/25/2024	Multilingual Story Time	21
1/25/2024	Chess Lessons	4
1/25/2024	Open Chess	3
1/27/2024	Womba Africa Drumming & Dance	79
1/29/2024	Tech Help Apt	1
1/29/2024	Crochet for Beginners	3
1/30/2024	Elderwood Visit	8
1/30/2024	OFA Luncheon Visit	9
2/1/2024	Homeschool Hangout: Spelling Bee	7
2/1/2024	Multilingual Story Time	23
2/1/2024	Tech Help Apt	1

2/2/2024	Donuts & Devices (Android)	2
2/2/2024	Tech Help Apt	1
2/3/2024	STEAM Story Time	8
2/6/2024	"Loving" Movie Showing	18
2/7/2024	Paper Plane Flight Frenzy	4
2/7/2024	Tech Help Apt	1
2/7/2024	Tech Help Apt	1
2/7/2024	Cybersecurity Basics	3
2/8/2024	Multilingual Story Time	26
2/10/2024		
4	STEAM Story Time	0
2/13/2024		
4	Adult Book Club: Soul of an Octopus	4
2/15/2024		
4	Homeschool Hangout: Fire & Police Station Tour	
2/15/2024		
4	Multilingual Story Time	
2/16/2024		
4	Donuts & Devices (iOS/Apple)	
2/17/2024		
4	STEAM Story Time	
2/20/2024		
4	Toddler Tuesday	
	St. Ann's Academy Group 1	9
	St. Ann's Academy Group 2	10
	St. Ann's Academy Group 3	7
	St. Ann's Academy Group 1	0
	St. Ann's Academy Group 2	0
	St. Ann's Academy Group 3	0
	St. Ann's Academy Group 1	9
	St. Ann's Academy Group 2	0
	St. Ann's Academy Group 3	0
	St. Ann's Academy Group 1	8

Total	# of Programs	Attendance
		46 350

Library Programming: February 21 - March 19

Date	Program	Attendance
2/21/2024		
4	Jigsaw Puzzle Race	0
2/21/2024		
4	Computer Basics (Windows OS)	6
2/22/2024		
4	Chess Lessons	9
2/22/2024		
4	Open Chess	5
2/24/2024		
4	STEAM Story Time	4
2/26/2024		
4	St. Ann's Academy Group 1	8

2/26/202	4	Crochet for Beginners	4
2/27/202	4	Elderwood Visit	15
2/27/202	4	Maple City Visit	7
2/29/202	4	Chess Lessons	10
2/29/202	4	Open Chess	5
3/2/2024		STEAM Story Time	0
3/2/2024		Homebound Books Deliveries	3
3/2/2024		Writers Group with Lee Marcus	6
3/4/2024		Crochet for Beginners	2
3/5/2024		Toddler Tuesday	0
3/7/2024		Homeschool Hangout: Book Club	7
3/7/2024		Alzheimer's Association Caregiver Support Group	2
3/7/2024		Chess Lessons	5
3/7/2024		Open Chess	4
3/9/2024		STEAM Story Time	8
3/11/202	4	Crochet for Beginners	3
3/12/202	4	Book Club: The Heaven & Earth Grocery Store	6
3/14/202	4	Multilingual Story Time	
3/14/202	4	Teen Book Selfie Showdown	
3/14/202	4	Chess Lessons	
3/14/202	4	Open Chess	
3/16/202	4	STEAM Story Time	
3/18/202	4	Crochet for Beginners	
		St. Ann's Academy Group 1	0
		St. Ann's Academy Group 2	0
		St. Ann's Academy Group 1	8
		St. Ann's Academy Group 2	0
		St. Ann's Academy Group 2	
		St. Ann's Academy Group 1	
Total	# of Programs		Attendance
		35	127

To Discuss:

- Need to include approval of Annual Report with 03.19.2024 date
- Library Programming Assistants

Date	Program***	Attendance
11/22/2023	Foundations of Flow - Yoga for Beginners	2
11/25/2023	Stories from the People of the Longhouse	14
11/25/2023	Re-Thinking Thanksgiving	18
11/27/2023	Crochet for Beginners	6
11/28/2023	Elderwood Visit	9
11/29/2023	Young Artists Unleashed: Drawing Series with Craig Prophet	5
11/29/2023	Foundations of Flow - Yoga for Beginners	1
11/29/2023	Tech Help Apt	2
11/29/2023	Cybersecurity Basics for Seniors	4
11/30/2023	Chess Lessons	4
11/30/2023	Open Chess	4
12/1/2023	Tech Help Apt	1
12/1/2023	Tech Help Apt	1
12/1/2023	Tech Help Apt	1
12/2/2023	Story Time	0
12/2/2023	Homebound Books Deliveries	3
12/2/2023	Adinkra T-Shirt Printing Workshop	14
12/4/2023	Author Visit: M.J. Brundu	7
12/4/2023	Crochet for Beginners	5
12/5/2023	Foundations of Flow - Yoga for Beginners	1
12/7/2023	Homeschool Community Group	6
12/7/2023	Chess Lessons	5
12/7/2023	Open Chess	7
12/9/2023	A Book on Every Bed	168
12/11/2023	Crochet for Beginners	4
12/12/2023	Adult Book Club	2
12/13/2023	Foundations of Flow - Yoga for Beginners	1
12/13/2023	Email Basics	3
12/14/2023	Chess Lessons	5
12/14/2023	Open Chess	5
12/16/2023	Story Time	5
12/18/2023	Crochet for Beginners	
	St. Ann's Academy Visit	27
	St. Ann's Academy Visit	24
	St. Ann's Academy Visit	0
	St. Ann's Academy Visit	
Total	# of Programs	Attendance
		36
		364



Helping Our Community To Learn and Grow

*Registration Required for All Programs-Call Us Today

April 2024 Newsletter

Hours

Monday, Tuesday, Thursday:
Noon- 7pm
Wednesday: 9am-7pm
Friday: 1pm-5pm
Saturday: 10am- 2pm
Sunday: Closed
*Closed April 8th

April 20th at 11 am

AN EARTH DAY STORY-TIME WITH MR. GIBBS!

SOLAR ECLIPSE

MONDAY, APRIL 8, 2024

SHAWMUT PARK 12 PM- 5 PM

2000 FREE ECLIPSE CLASSES

HORNELL, NY

BEGINS: 2:06 PM, MAX: 3:21 PM, END: 4:53 PM

CRAFT AND FOOD VENDORS AND GUEST DJ TRITTI!

Blackout Poetry

Monday, April 22nd at 3 pm

Come celebrate National Poetry Month with Blackout Poetry and pizza!

ALZHEIMER'S ASSOCIATION

HORNELL AREA Alzheimer's & Dementia CAREGIVER SUPPORT GROUP

April 4th 12:30-1:30

Call us today to register

Join our **Writers Group** With Lee Marcus

The next meeting is Saturday, April 8th at 10 am

Open to all levels

Call today to register- 607-324-1210

Taylor Swift "The Tortured Poets Department" Party

THURSDAY, APRIL 25TH FROM 3:30-5PM

Suffice unto for an epic album listening party!

Get into Taylor's latest beats, track progress, and craft friendship bracelets!

Explore and discover languages from all around the world! Join us as we read, sing, and play together!

No previous experience with foreign languages is needed, just bring your curiosity and eagerness to learn!

- March 28th- French
- March 28th- Sign Language
- April 4th- Italian
- April 18th- Japanese
- April 25th- Arabic
- April 25th- Portuguese
- May 2nd- Urdu

WELCOME TO MULTILINGUAL STORY-TIME THURSDAYS AT 4PM

Join us for our next **Book Club:**

"The Wager" by David Grann

Tuesday, April 9th 6 pm

Contact us today to reserve your copy!

Homeschool Hangouts TOUR OF THE TRANSFER STATION

APRIL 18TH 1 PM

CALL US TODAY TO REGISTER

SATURDAY, APRIL 13TH 11 AM

AN AUTHOR STORY-TIME

MAKING FRIENDS TOGETHER

WITH SHARMILLA FASSBENDER

MEET THE AUTHOR, PURCHASE HER BOOK FOR \$3.99, AND GET IT SIGNED!

STEAM STORY-TIME

Come read a book and enjoy a STEAM activity

Saturdays, April 6th and 27th at 11 am



April 2024 Newsletter

****Registration Required for All Programs-Call Us Today**

Notes to The Community

Solar Eclipse Monday, April 8th

- The Solar Eclipse will be visible in our area-join the festivities at Shawmut Park from 12-5 pm!
- Make sure to protect your eyes! Pick up free eclipse glasses at the library- 2 per family!

Can and Bottle Recycling

- Our library now has a \$0.05 recycling bin in the back of our library! Please drop off your cans and bottles so we can recycle them!

Register for our Programs

- We are now requiring registration for all of our programs at least 3 days before the event.
- This policy ensures that we can focus our efforts on programs that truly interest the community-optimizing our energy and resources. We hope to see you at a program soon!

Children Programs

- Thursdays at 4 pm- March 14th to May 2nd- Multilingual Story-Times
- Saturday, April 6th and 27th at 11 am- STEAM Story-Times
- Saturday, April 13th at 11 am- An Author "Meet and Greet" Story-Time with Sharmilla Fassbender
- Saturday, April 20th at 11 am- Mr. Gibbs Story-Time

Teen Programs

- Monday, April 22nd at 3 pm- Blackout Poetry
- Thursday, April 25th at 3:30 pm- Taylor Swift Party

Adult Programs

- Thursday, April 4th from 12:30-1:30 pm- Alzheimer's Association Support Group *Respite Available
- Tuesday, April 9th at 6 pm-Book Club

All Age Programs

- Mondays from 5 to 7 pm- Crochet for Beginners with Sherry Pelkey
- Thursdays from 6 to 7 pm-Chess Lessons and 7 to 9 pm Open Chess
- Thursday, April 4th- Homeschool Hangout's Geography Bee
- Saturday, April 6th at 10 am- Writers Group with Lee Marcus
- Monday, April 8th-The Solar Eclipse at Shawmut Park-Library Closed
- Thursday, April 18th at 1 pm- Homeschool Hangout's Transfer Station Tour



Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
March 19, 2024

REVENUE

City Balances

Checking	\$ 12,295.20
Savings	\$ 241,949.10
Capital	\$ 45,981.72

Library Checking Accounts

Board Checking Account	\$ 16,305.18
Conderman Account	\$ 13,152.72

Maple City Bank Account

Savings	\$ 427.84
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 244,956.00 (Annual interest income: \$5525)
Board Trust Fund	\$ 401,868.00 (Annual interest income: \$8,837)
Saxon Endowment	\$ 13,832.00
Mary Beth Smith Fund	\$ 10,000.00 (CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Save A Lot	\$ 13.63
Amazon	\$ 185.84
Dollar General	\$ 16.74
US Postal Service	\$ 9.72
Jackson Electric	\$ 410.00
Vanessa Jacobs-Digital Workshop	\$ 507.58
Sub Total	\$ 1,143.51

Bills Applied to Conderman Checking Account

\$ 0.00
Sub Total
\$ 0.00

Total Both Checking Accounts \$ 1,143.51

Total Operating Expenses: Mar	2024	\$43,242.46 (STLS \$16,725.00)
	Feb 2024	\$24,902.15
	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