

Library Meeting Minutes
Tuesday, 05/21/2024

Attended at Hornell Public Library:

Joe Liberto – BOT Chief Finance Officer
Gary Kelleher – BOT Secretary
Norm Ellis
Kate Santelli
Alex Hoffman
Holly Hogan
Denise Chilson – Director

Submitted by G. Kelleher

Excused:

Garrett McGowan – BOT President
Mike McCumiskey – BOT Vice President
Pat Moore

Regular meeting called to order at 5:07pm

Secretary's Minutes:

1. Motion made to approve April's minutes by Holly, seconded by Norm. Approved unanimously.

Director's Report:

1. See Appendix A for the full Director's Report.
2. Denise reported that we had two more patrons this April than in April 2023. Patron numbers are continuing to hold steady or trend slightly upwards.
3. The Summer Reading Program has been finalized.
4. Bennett's is coming the week of the 13th to plant flowers in the boxes.
5. Weeding in the Juvenile section continues to make progress.
6. Denise initiated a discussion on the Library acquiring E.A.P. (Employee Assistance Program) for employees, which would assist with mental health concerns, among other assistance.
Motion made by Norm, seconded by Joe, to adopt / acquire the Employee Assistance Program for our employees. Approved unanimously.
7. Denise asked the Board to consider reducing our subscription of the New York Times to only the Sunday issue. The Board agreed that this is the right direction to take...
8. Denise proposed dropping Ancestry.com and keeping Heritage Quest, both of which are very similar. Denise said she would track the numbers for Heritage Quest use next year to determine if that is worth continuing to subscribe. The Board agreed that this is appropriate and does not require Board approval; it is at the Director's discretion...
9. Weatherproofing is needed on doors. Norm, as usual, is on it!
10. Mailbox lock is loose and doesn't lock. Can we get it tightened or replaced... Norm again!
11. The "Book Return" is causing damage to books. Denise is going to look into getting a spring mechanism that doesn't require books to drop as far upon insertion.

12. Gary and Denise brought up the need for a second shed-cleanout day. The Board agreed this is needed, but in the meantime, to make more space, gave Denise approval to put the large wooden doors on the curb to see if someone wants them.
13. Bookmobile Update:
 - a. Denise shared that Senator Phil Palmesano contacted her and has \$20,000 for this effort.
 - b. Eba's bus was deemed by the City to be beyond repair, so unless a second opinion is sought, that might not be a viable option.
 - c. Mitch Cornish suggested going to local dealerships about donations. Joe will head this up by going to Maple City Dodge and Simmons-Rockwell, but would like some basic information on the Bookmobile's uses from Denise first.
14. *Motion made by Norm, seconded by Alex, to buy an electric lawn mower and donate the Library's old lawn mower to Habitat for Humanity.* Approved unanimously.
15. Denise said that the Library's front steps are in desperate need of cleaning. Kate will generously let the Library borrow her power washer.
16. In addition to cleaning, the Library steps need repair. Joe and Denise will get quotes from a few options.
17. Denise shared that our Lending Library went viral on social media, so it's been getting much more use of late.
18. *Motion by Norm, seconded by Gary, to go into Executive Session at 5:32pm for a personnel matter.* Approved unanimously.
Motion made by Norm, seconded by Gary, to return to Regular Session from Executive Session at 5:57pm. Approved unanimously.
19. Denise shared that she will be advertising for a Library Aide and/or Cleaner positions. Additionally, Quentin Walker (known to the Library as Quinzel Walcier) is no longer employed as a Library Aide as of 5/13/24.
20. Norm asked Denise about the staff no longer wearing nametags, which is preferred by some on the Board. Denise said they fall off easily and are cumbersome, but she has an insert for the staff's badge holders that would be a possible solution.
21. Norm also brought up an issue that was discussed at our last meeting – that of the area being a “Child Care Desert”. Norm shared that ProAction has a program to recruit and help with training and licensing for childcare services and was wondering if the Library could offer the use of their meeting rooms to hold these trainings. Not only would this be community outreach, but it might also help to solve a problem in the community by encouraging people to become daycare providers. Denise and the Board liked the idea and will look into possibly coordinating with ProAction.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. *Motion made by Kate, seconded by Norm, to pay the Library's bills.* Approved unanimously.

3. The following resolution was made by Joe, seconded by Alex:

HORNELL
LIBRARY RESOLUTION

BALANCING RESOLUTION FOR FISCAL YEAR 2023-2024

WHEREAS, the following transfers must be made to close out the appropriation accounts for Fiscal Year 2023-2024,

NOW, THEREFORE, BE IT RESOLVED, that the following transfers be hereby approved:

FROM	TO	AMT.
LIB. PERS. SERV. L7410.1	LIB. LIABILITY INS L1910.4	\$ 70.45
" " " " "	LIB. AUDIO-VISUALS L7410.412	\$ 1,552.93
" " " " "	LIB. PERIODICALS L7410.414	\$ 2,966.42
" " " " "	LIB. SUPPLIES L7410.430	\$ 72.30
" " " " "	LIB. BUILD MAINT L7410.432	\$ 347.41
" " " " "	LIB. POSTAGE L7410.433	\$ 31.74
" " " " "	LIB. TELEPHONE L7410.451	\$ 1,167.63
" " " " "	LIB. ELEVATOR MAINT. L7410.494	\$ 345.00
" " " " "	LIB. ELECTRONIC MAT. L7410.795	\$ 7,114.37
" " " " "	LIB. STATE RETIREMENT L9010.8	\$ 1,810.00
CARRIED -		

We, the members of the Library Board of Trustees, hereby authorize the above transfers and Approve this Resolution.

TRUSTEE: Joseph Liberto DATE: 5/21/2024
 TRUSTEE: Alex Walker DATE: 5/21/2024
 TRUSTEE: _____ DATE: _____
 TRUSTEE: _____ DATE: _____

Approved unanimously.

4. Joe reported that he and Mike are looking into our Trust Funds and will be meeting with Nottingham Trust through Community Bank, as well as Maple City Savings about what would be best for the Library moving forward.
5. Joe displayed that everything is looking really healthy with the City Accounts.
6. Joe shared the Library's "Six Month Review", citing that we are financially well ahead of the 2022-2023 fiscal year. See Appendix C for the full report.

Personnel Committee Report:

1. These items were addressed previously as part of the Director's Report.

Building Committee Report:

1. Norm brought up the Soffit Painting and other exterior work. The following quotes were acquired:
 - a. "Rapid Restore Exterior Services" for \$3,334 for Soffit Scraping / Cleaning / Painting.
 - b. Verbal quote from "Ed's Painting" for \$7,000 to \$7,500.
 - c. Jared Paints, although he doesn't have insurance and therefore is not a viable option.
2. *A motion was made by Norm, seconded by Holly, to pursue Rapid Restore Exterior Service's "Package A" for \$3,334, plus their Window Cleaning Services. See Appendix D for the full quote. Approved unanimously.*

Friends of the Library Report:

1. N/A

Outreach Committee Report:

1. Still waiting on Friend's reorganizational meeting so we can move forward with coordinating with them on outreach...

Policy Committee Report:

1. Gary reported that the Policy Committee met last month and made good progress on going through the old "General Policies". It will take another meeting to complete the cleaning up of the General Policies, which will be done on Thursday, June 6th when we meet again. After that, we'll start looking at other miscellaneous policies, as well as ones that we might want to create or add.

Old Business:

1. N/A.

New Business:

1. Norm inquired as to how the full-time employees are doing. Denise shared that they are doing excellent, but the Library staff is stretched thin at the moment. The Board discussed possible solutions (see Item #19 under the Director's Report above).

The next Board meeting will be on Tuesday, June 18th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 6:22pm. Moved by Norm, seconded by Alex. Approved unanimously.

Appendix A:

Directors Report for Board Meeting May 21, 2024

Denise Chilson – Library Director

2024 Patron Counts

Month/Year	Adult Morn	Adult Eve	Juv Morn	Juv Eve	Total
Jan 2024	554	435	444	182	1,615
Feb 2024	598	650	402	190	1,840
Mar 2024	757	568	286	241	1,852
Apr 2022	579	349	492	159	1,579
Apr 2023	743	465	359	236	1,803
Apr 2024	754	479	372	200	1,805
May 2024					
Jun 2024					
Jul 2024					
Aug 2024					
Sep 2024					
Oct 2024					
Nov 2024					
Dec 2024					
Total 2024	2,663	2,132	1,504	813	7,112

Workshops/Trainings/Meetings attended:

- 04.11.24 Creating Accessible Content Online (Eba)
- 04.17.24 Friend's Meeting (Denise)
- 04.23.24 Work Force Development with Autumn Robinson (Denise and Eba) We will be working with two students like we did last year for the Summer Reading Program
- 04.26.24 SCOFA Forum Meeting (Denise)
- 04.30.24 Public Hearing, HPL Budget. Thank you to all who came to the meeting! Reminder: the vote is being held on May 21, 2024.
- 04.30.24 Long Overdue-Library Services Training (Eba)
- 04.30.24 Grant Writing Basics (Vanessa Eba)
- 05.01.24 CCOC Meeting (Denise, Eba and Erikson Harris from FRIENDS)
- 05.01.24 Meeting with Erika Jenns, STLS Engagement Consultant (Eba Denise)
- 05.02.24 SCOFA Meeting (Denise)
- 05.02.24 Policy Committee Meeting (Gary, Alex, Denise and Eba)
- 05.04.24 Library Clean-Up (Gary, 2 students) Thank!! Notes for next year: We do not need lawn bags, but we will need 20-24 bags black mulch, and our can bin is getting full, so if anyone could make a return drop-off to the recycling business, that would be greatly appreciated!
- 05.06.24 Meeting with HR Specialist Matt Burr
- 05.07.24 Friends Meeting- Next Friends meeting will be June 4, 2024, off-site, 5:30-8:30 PM (Organizational Meeting) New members welcome- there will be food!
- 05.07.24 The Foster Care System and Our Library w Amy from Catholic Charities (Eba Denise Vanessa Molly Joanne)
- 05.09.24 Foundation for Southern Tier Libraries Annual Meeting- Presentation on 2023 Grant funding we received (Denise & Vanessa) as well as presentation of 2024 Grant Funds (\$1,065.00 for Virtual Reality Head Sets
- 05.09.24 Free and Low-Cost Library Programming (Eba, Vanessa)
- 05.15.24 ILS Meeting (STLS) (Eba, Vanessa, Kelly)

Programming and Services

Library Programming: April 17 - May 21

Date	Program	Attendance
4/18/2024	4 Homeschool Hangout: Transfer Station Tour	24
4/18/2024	Multilingual Story Time: Arabic	16

4		
4/18/202	4 Chess Lessons	6
4/18/202	4 Open Chess	3
4/20/202	4 Mr. Gibbs Earth Day Story Time	24
4/22/202	4 Blackout Poetry	3
4/22/202	4 Crochet for Beginners	4
4/25/202	4 Multilingual Story Time: Portuguese	16
4/25/202	4 Chess Lessons	6
4/25/202	4 Open Chess	6
4/26/202	4 STEAM Story Time	0
4/26/202	4 T.S. Tortured Poets Dept Party	23
4/29/202	4 Crochet for Beginners	4
4/30/202	4 Elderwood	8
4/30/202	4 Maple City	13
4/30/202	4 OFA Senior Luncheon	15
5/2/2024	Homeschool Hangout: Game Day	9
5/2/2024	Multilingual Story Time: Urdu	17
5/2/2024	Alzheimer's Association Caregiver Support Group	2
5/2/2024	Chess Lessons	8
5/2/2024	Open Chess	8
5/4/2024	STEAM Story Time	0
5/4/2024	Homebound Books Delivery	1
5/4/2024	Writers Group with Lee Marcus	5
5/5/2024	Homebound Books Delivery	1
5/6/2024	Homebound Books Delivery	1
5/6/2024	Crochet for Beginners	3
5/7/2024	Toddler Tuesdays	4
5/9/2024	Marble Maze for Teens	0
5/9/2024	Chess Lessons	6
5/9/2024	Open Chess	7
5/13/202	4 Homeschool Hangout: Tour of City Hall	15
5/13/202	4 Crochet for Beginners	5
5/14/202	4 Adult Book Club: Running with Sherman	3
5/16/202	4 Chess Lessons	3
5/16/202	4 Open Chess	3

5/17/202	4	N.H. Kindergarten Library Tour Group 1	40
5/17/202	4	N.H. Kindergarten Library Tour Group 2	40
5/17/202	4	N.H. Kindergarten Library Tour Group 3	40
5/18/202	4	STEAM Story Time	0
5/20/202	4	2nd Grade Library Tour	45
5/20/202	4	3rd Grade Library Tour	45
5/20/202	4	5th Grade Library Tour	55
5/20/202	4	Crochet for Beginners	
5/21/202	4	2nd Grade Library Tour	
5/21/202	4	4th Grade Library Tour	
5/21/202	4	5th Grade Library Tour	
		St. Ann's Academy Group 1	8
		St. Ann's Academy Group 1	10
		St. Ann's Academy Group 2	9
		St. Ann's Academy Group 3	6
		St. Ann's Academy Group 2	7
		St. Ann's Academy Group 3	9
Total	# of Programs		
		Attendance	
		53	586

Library Updates

- Bennett's will be coming the week of the 13th to plant window boxes
- Summer Reading Program line-up finalized
- Weeding in the Juvenile section is progressing
- **School Tours!**

IT Updates-

To Discuss:

- HR Specialist meeting
- EAP for library employees (hand out)
- Electric Lawn Mower? Donate the old one to Habitat for Humanity (their's burned up when they lost their building to fire)
- Drop NYT's to just Sunday edition
- -Drop Ancestry, keep Heritage Quest and check usage stats on Heritage Quest next year.
- Weather proofing/vermin proofing the back door, PLEASE! We had to chase a decent-sized snake out!

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
May 21, 2024

REVENUE

City Balances

Checking	\$ 8,542.17
Savings	\$ 204,550.27
Capital	\$ 39,955.77

Library Checking Accounts

Board Checking Account	\$ 17,359.33
Conderman Account	\$ 12,912.26

Maple City Bank Account

Savings	\$ 427.87
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 246,842.00	
		(Annual interest income: \$5525)
Board Trust Fund	\$ 397,514.47	
		(Annual interest income: \$8,837)
Saxon Endowment	\$ 14,359.24	
Mary Beth Smith Fund	\$ 10,000.00	(CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Ed Flaitz(digital workshop)	\$ 900.00
Amazon(Taylor Swift-Mem Kevin Jacobs)	\$ 144.71
Deposit Petty Cash(Taylor Swift)	\$ 65.00
Dollar General(Taylor Swift-Mem Kein)	\$ 22.68
Lowe's(Mulch, paper yard bags)	\$ 45.00
PMJ Radio-WLEA radio ads 100	\$ 100.00
Walmart(Office Supplies)	\$ 32.67
Giovanni's(pizza-Taylor Swift)	\$ 2603
Sub Total	\$ 1,336.09

Bills Applied to Conderman Checking Account

Democrat & Chronical	\$ 1040.00
Sub Total	\$ 1040.00

Total Both Checking Accounts \$ 2,376.09

Total Operating Expenses: May	2024	\$23,107.24
	Apr	\$33,757.74
	Mar	\$43,242.46 (STLS \$16,725.00)

Feb	2024	\$24,902.15
Jan	2024	\$36,309.39
Dec	2023	\$38,683.23
Nov	2023	\$31,585.56
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

Appendix C:

Hornell Public Library
6 Month Review
May 21, 2024

July 2023-April 2024	2022/2023	2023/2024
Monthly Operating Expenses	\$28,925.08	\$30,521
Based on the Monthly Operating Expenses the dollar amount needed for the next 6 months (November Tax Levy deposited)	\$173,550.00	\$183,126
Current lines of Revenue		
Tax Levy Money		
City Checking	\$4,691.55	\$8,542
City Savings	\$187,832.77	\$204,550
City Capital	\$23,620.81	\$39,955
City Sub Total	\$216,145.13	\$253,048
HPL Grant/Donation/Trust Dividend Money		
Board Checking	\$13,508.32	\$17,359
Conderman Checking	\$ 7,982.54	\$12,912
HPL Sub Total	\$21,490.86	\$30,271
Total Lines of Revenue	\$237,635.99	\$283,319

HPL has **\$283,319** to cover **\$183,126** of operating expenses for the next 6 months until arrival of November 2024 Tax Levy money.

Maple City Bank Account of \$53,000 and future Trust Fund dividends were not included as lines of revenue.

Appendix D:



Date: 5-13-24
 Name: Hornell Public Library
 Address: 64 Genesee St. Hornell NY 14843
 Email / Phone: 607-324-6410 / nmellis53@yahoo.com



RE: Exterior Painting & Cleaning Proposal

Dear Norm,

Thank you for the opportunity to present **A Rapid Restore Exterior Services** proposal for your property's painting and cleaning needs. I am confident we are the best qualified company to provide the service you expect in a professional manner.

Rapid Restore uses an innovative, **No Pressure, Biodegradable Chemical Process**, that treats the problem as a pest, not a stain. Our three-in-one process removes building stains, "like mold, mildew, dirt and grime", eradicates the spores and protects against further infestation by leaving behind a residual barrier to inhibit airborne spores from growing. Our SoftWash Systems™ process has been in use for 20 years and has cleaned in excess of 50,000 roofs and building exterior surfaces. We are then able to confidently apply paints, enamels or other adhesions to the surfaces as requested.

All prices include equipment, chemicals and equipment rentals, such as boom lifts, safety harnesses ect. All prices **do not include paint**. Paint is to be supplied by the customer.

We Price Our Jobs To "Do" The Job RIGHT, Not Just To "Get" The Job!

These are full retail prices for budget consideration planning.			Retail
<i>Prices include (Property Buildings)</i>			
01. SoftWash Systems™ Roof Cleaning, 5 Year Spot-Free Warranty			\$ ////////////////
02. SoftWash Systems™ Building Exterior Ornate Soffit Painting / Scraping / Cleaning			\$ 2,884.00
03. SoftWash Systems™ Gutter Cleaning (Exterior / Interior) - all linear feet beyond beyond painted ornate soffit			\$450.00
04. SoftWash Systems™ Deck and Steps Restorative Cleaning			\$ free
05. SoftWash Systems™ Window Cleaning			\$ ////////////////
06. SoftWash Systems™ Driveway Cleaning			\$ ////////////////
07. SoftWash Systems™ Concrete Pads Restorative Cleaning			\$ ////////////////
Package A Items: 2, 3, 4	Package B Items: 2	Package C Items: N/A	Retail Total
=\$3,334	=\$2,884	=\$	=\$