

Library Meeting Minutes
Tuesday, 06/18/2024

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
Pat Moore
Kate Santelli
Denise Chilson – Director

Excused:

Holly Hogan
Alex Hoffman

Regular meeting called to order at 5:00pm

Secretary's Minutes:

1. Motion made to approve May's minutes by Joe, seconded by Kate. Approved unanimously.

Director's Report:

1. Denise reported that they have been busy with trainings, workshops and tours.
2. 22 presentations were given at the Intermediate School on summer programming.
3. Denise attended "Baseball and Books"
4. The Library has a space at Community Bank with calendars.
5. Denise encouraged everybody to check out the new art display on Eid al Adha.
6. Denise and the staff are looking at creative ways to get summer reading up with our youth patrons. She shared a few of these ideas...
7. The Library will be closed on Juneteenth, as well as on Tuesday, 6/25 on account of the additional painting (which will require the electricity to be shut off temporarily).
8. Denise reminded the Board that she will be on vacation from 6/21 to 7/3.
9. Denise reported that Ian's last day will be Friday, 6/21. Best wishes Ian!
10. Denise reported that Robert Evans will be the new cleaner effective 6/20/24.
11. Denise has interviewed and will be reaching out soon to select interviewees regarding possible new hires. A general discussion ensued on personnel moves.
12. Denise shared that there will be an I.S.P. increase of an additional \$10 per month.
13. *Motion made by Gary, seconded by Pat, to pay the Library's bills for the months of July and August while the Board is in recess. Approved unanimously.*
14. After discussion, it was decided that upon Denise's contact, Gary will help haul out the remaining items in the shed that is needed on an upcoming Monday evening.

15. Denise reminded the Board that a power washer is needed to clean the front steps. Garrett, as well as a couple other Board members, will look into getting one for that work.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix A.
2. Joe reported that all accounts are looking healthy, even ahead compared to this time last year in most accounts.
3. Mike reported that he is looking at transferring financials to Maple City Savings, and will share all info with the Board prior to any decision being made so it can be approved by the Board. Brief discussion ensued.
4. *Motion made by Norm, seconded by Garrett, to transfer funds from Nottingham Community Bank to Maple City Financial Services.* Approved; 6 Ayes, 1 Abstention.
5. Joe reported that our total operating expenses were up slightly on account of there being three pay periods in May 2024.
6. *Motion made by Gary, seconded by Garrett, to pay the Library's bills.* Approved unanimously.

Personnel Committee Report:

1. N/A

Building Committee Report:

1. Exterior Soffit painting will be finished on 6/25. Norm reported that the company may have to relocate some flowers, as well as the gate on the side of the building. All items will be replaced.
2. Weatherproofing of the back door is still needed.
3. Concrete along the side of the front steps still needs to be cleaned and repaired. Various board members shared that there are several estimates forthcoming.

Friends of the Library Report:

1. Denise reported that "Friends" met recently, and there are several new people interested in joining Friends. Denise highly recommended to Friends that they join the N.Y.L.A.
2. Friends is also working on updating their Facebook page and are looking at their bylaws and may be revising / updating those soon!

Outreach Committee Report:

1. Gary reported that Denise, Eba and the Outlook Committee are looking at completing an application with the Documentary Heritage and Preservation Services for New York (D.H.P.S.N.Y.), which would lead to them doing a survey of our "History Room" collection, providing us with information on what we have, as well as how to best care for and preserve the collection. The application deadline for Fall 2024 is July 12th, but the Committee should have that completed in time. More information forthcoming on this exciting project!

Policy Committee Report:

1. Our most recent meeting saw the committee go over Alex's excellent work on the General Policies, as well as create a Service Animal / Other Animal policy for the Library, and a Meeting Room Policy and application for the Hand-Saxon Room.

Old Business:

1. Norm asked about the Bookmobile. Denise indicated that there was no check received yet. Joe reported that he was working on a letter to send to businesses seeing if they had any bus options.
2. A discussion ensued on options, including nailing down exactly what the Director and Board wants in a vehicle. Denise clarified that a small bus would be ideal, per her vision of what the Bookmobile will become.
3. Norm volunteered to be the Bookmobile Committee Chairperson.
4. *Motion made by Gary, seconded by Garrett, granting permission to Norm to utilize money once the check is received to purchase an appropriate vehicle if the opportunity presents itself.*
Approved unanimously.
5. In the meantime, everybody please be on the lookout for small bus options!

New Business:

1. Info will be forthcoming, per Denise, on new hires.

The next Board meeting will be on Tuesday, September 17th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 5:45pm. Moved by Gary, seconded by Kate. Approved unanimously.

Appendix A:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT

June 18, 2024

REVENUE

City Balances

Checking	\$ 17,703.18
Savings	\$ 168,657.71
Capital	\$ 40,126.02

Library Checking Accounts

Board Checking Account	\$ 15,922.43
Conderman Account	\$ 12,912.26

Maple City Bank Account

Savings	\$ 427.95
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

Teaching Artist, Tote Bags, Children's Program materials, Professional Membership Dues, Logo Print yard signs, Amazon Summer Program Costs	\$2,032.49
Sub Total	\$2,032.49

Bills Applied to Conderman Checking Account

	\$ 0.00
Sub Total	\$ 0.00

Total Both Checking Accounts \$ 2,032.49

Total Operating Expenses: June	2024	\$35,936.47
	May 2024	\$23,107.24
	Apr 2024	\$33,757.74
	Mar 2024	\$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