

Library Meeting Minutes  
Tuesday, 11/19/2024

**Attended at Hornell Public Library:**

Garrett McGowan – BOT President  
Gary Kelleher – BOT Secretary  
Norm Ellis  
Holly Hogan  
Pat Moore  
Denise Chilson – Director

Submitted by G. Kelleher

**Excused:**

Mike McCumiskey – BOT Vice President  
Joe Liberto – BOT Chief Finance Officer  
Alex Hoffman  
Kate Santelli

**Regular meeting called to order at 5:02pm**

Secretary's Minutes:

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

At this time, Raymie Auman, V.P. of Maple City Financial Services, presented to the Board. He had the appropriate parties sign a Non-Corporate Resolution, then introduced himself and described what his and Maple City Financial Services' role will be with the Library. He then fielded a few questions and departed the meeting.

*Motion made by Pat, seconded by Norm, to pay the Library's bills for the month.*  
Approved unanimously.

Additionally, Joe submitted his Financial Report via email. See Appendix B for the full report...

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise discussed the infestation scare from last week... The Library has a clean bill of health from a professional exterminator!
3. Denise discussed weeding that was occurring in certain sections of the Library based on book condition. Any book deemed in poor condition were recycled.
4. STLS Minimum Standards was discussed for our meetings. A basic agenda should be posted online at least two weeks prior to a Board of Trustees meeting.
5. A Long-Range Plan exists for the Library, but expires in 2026, so we'll have to start thinking about that in the near future.
6. The Library also needs a Strategic Plan, which we currently don't have. This will be discussed as part of our Board training next month.
7. The Mission Statement on our Long-Range Plan doesn't match the Mission Statement on our website. This will be addressed at the January meeting after our training with Jen.

8. Follow-up with Joe and Mike on Fiscal Policy amendment recommendations will occur next month.
9. Denise is still working on the budget, which is currently reflecting a 13% increase. She is actively trying to get that number down!
10. Denise updated the Board on some possible time she may have to take in the coming weeks / months for appointments. She will keep the Board posted...
11. Garrett McGowan shared that Trustee Kate Santelli resigned from the Board as of 19 NOV 2024. Possible options for a new Board of Trustees member was discussed.

At this time, a Board member had to excuse themselves and our quorum ended, thus ending the formal meeting.

***The next Board meeting will be on Tuesday, December 17<sup>th</sup> at 5:00pm in the Hand-Saxon Room.***

*Motion made to adjourn at 5:43pm. Moved by Garrett, seconded by Norm. Approved unanimously.*

Appendix A:

# HORNELL PUBLIC LIBRARY

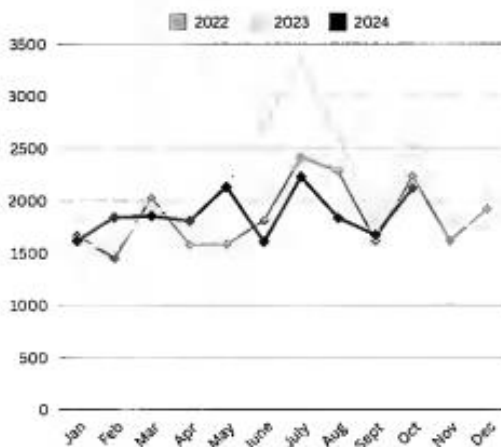
Submitted by  
Darise Chilson, Director



NOVEMBER 19, 2024

## DIRECTOR'S REPORT

## A MONTH IN REVIEW



### PATRON COUNT



### LIBRARY PROGRAMS OCTOBER 11TH-NOVEMBER 18TH, 2024

Date	Program	Attendance
10/11/24	General Open Community Meeting	21
10/12/24	Central American Crafts Exhibit with Live Music	4
10/13/24	Open House for the Fall Festival	0
10/15/24	Booker T. Washington	15
10/16/24	Poker Party	6
10/17/24	Halloween Party	18
10/18/24	Chess	1
10/19/24	Open House	0
10/20/24	Women's Book Club	0
10/21/24	St. Ann's Academy	0
10/22/24	Chess	0
10/23/24	Halloween Party	12
10/24/24	Open House	0
10/25/24	Open House	0
10/26/24	Open House	0
10/27/24	St. Ann's Academy	18
10/28/24	Chess	0
10/29/24	Open House	0
10/30/24	Open House	0
10/31/24	Open House	0
11/01/24	Open House	0
11/02/24	Open House	0
11/03/24	Open House	0
11/04/24	Open House	0
11/05/24	Open House	0
11/06/24	Open House	0
11/07/24	Open House	0
11/08/24	Open House	0
11/09/24	Open House	0
11/10/24	Open House	0
11/11/24	Open House	0
11/12/24	Open House	0
11/13/24	Open House	0
11/14/24	Open House	0
11/15/24	Open House	0
11/16/24	Open House	0
11/17/24	Open House	0
11/18/24	Open House	0
11/19/24	Open House	0
11/20/24	Open House	0
11/21/24	Open House	0
11/22/24	Open House	0
11/23/24	Open House	0
11/24/24	Open House	0
11/25/24	Open House	0
11/26/24	Open House	0
11/27/24	Open House	0
11/28/24	Open House	0
11/29/24	Open House	0
11/30/24	Open House	0
12/01/24	Open House	0
12/02/24	Open House	0
12/03/24	Open House	0
12/04/24	Open House	0
12/05/24	Open House	0
12/06/24	Open House	0
12/07/24	Open House	0
12/08/24	Open House	0
12/09/24	Open House	0
12/10/24	Open House	0
12/11/24	Open House	0
12/12/24	Open House	0
12/13/24	Open House	0
12/14/24	Open House	0
12/15/24	Open House	0
12/16/24	Open House	0
12/17/24	Open House	0
12/18/24	Open House	0
12/19/24	Open House	0
12/20/24	Open House	0
12/21/24	Open House	0
12/22/24	Open House	0
12/23/24	Open House	0
12/24/24	Open House	0
12/25/24	Open House	0
12/26/24	Open House	0
12/27/24	Open House	0
12/28/24	Open House	0
12/29/24	Open House	0
12/30/24	Open House	0
12/31/24	Open House	0
<b>Total Attendance:</b>		<b>317</b>



# LIBRARY UPDATES

## **Work Shops/Trainings/ Meetings Attended**

- NYLA Conference November 6th-8th
  - Real World Resiliency: Constructive Customer Service
  - Choose Your Own Adventure: Intellectual Freedom Edition
  - Keynote Presentation with Amanda Jones
  - Becoming Librarians: Training for Tomorrow
  - Filling Your Cup: Self-Care Practices in Librarianship
  - Key Performance Indicators for Library Success
  - Cultivating Future Leaders: Succession Plan Secrets
  - NYLA Awards Reception- Brian Hildreth, NYS Public Librarian of the Year 2024 Award
- 10.21.24 Library of Things STLS attended by Denise and Kelly
- 10.22.24 Verizon Wireless meeting to update Hotspots to mobile modems attended by Denise and Eba
- 10.24.24-10.25.24 Telephone upgrade to VOIP system and new phones
- 10.31.24 Book on Every Bed Meeting with ProAction Family Resource Center
- 11.18.24 DLAG Meeting (STLS) Denise
- 11.18.24 Library Websites and NYS Minimum Standards (STLS) attended by Denise and Eba

- 10.17.24 Staff Evaluations completed
- 10.22.24 Front trees trimmed by Lennie Rose~ donated his time and effort
- 10.20.24 Throughout the month of October we provided information to our community regarding voter registration, voter-registrations look-up, polling location look-up and non-partisan info on Prop 1 (NYS) provided by the League of Women Voters
- Marty Vogt-Stained Glass Display up for the Month of November~ Marty will be here two days a week in case anyone is interested in purchasing any of his pieces. He also donated a piece for Friends of HPL to raffle.
- 11.02.24 DHPSNY archivist Amanda Murray met with Gary, Denise and Eba to evaluate our History Room and collection. Recommendations include:
  - Temp/Humidity monitors to collect data on room~Eba is tracking this data
  - Suggested ways to sort and store ephemera, documents and artifacts
  - Recommended digitizing things that are unique
- We received several applications for the positions advertised...Interviews are set for 10.22.24-10.27.25
- Ordered two new CPU's and Screens for Front Desk and larger screen for Fin Office
- 11.14.24 -11.15.24 Library emergency closure:
  - We were informed that we had sent a book to Horseheads with evidence of Bed Bug activity
  - Denise contacted STLS to run report on all books in that delivery and to seek next steps
  - HPL was advised to check shelves where book was found, along with surrounding shelves
  - HPL Staff found that 70% of surrounding books and shelves had what could have been evidence...STLS sent out Haleigh M., and she verified it was BB evidence...Denise called Andy Smith, Exterminator, and he re-eval'ed, and found no evidence of BB activity in our books, or on our shelves or in any furniture. He talked with us about what to look for and he stated he was 100% confident we did not have BB's in our library.
  - We are instituting protocols at our Circ Desks to eval all books coming and going for BB's and other things. We have purchased an extermination tent for anything that resembles BB's, so we can decontaminate materials immediately (so we never get an
- 11.20.24 DAC meeting Denise

## **To Be Discussed:**

- Minimum Standards! Agenda is to be posted two weeks in advance of BOT meeting
- Working on better format for Director's Report...stay tuned!
- Long Range Plan VS Strategic Plan! They are two different things, and they are both required for NYS Minimum Standards. We Do Not have a Strategic Plan, but Erika Jenns will be at our next BOT meeting to discuss
- The Mission Statement on the Long Range Plan (attached to this email) doesn't match the one on our website
- Long Range Plan (See attached): Review!
- Do we want to make a Strategic Plan Committee?
- Follow up to Fiscal Policies (Did Joe get us answers?)
- Budget...I am still working on it, and right now I am at 13% increase. If Finance or anyone else can meet to discuss, that would be helpful.

Appendix B:

**HORNELL PUBLIC LIBRARY FINANCIAL REPORT**  
**November 19, 2024**

**REVENUE**

City Balances

Checking	\$ 9563.12
Savings	\$ 398,603.74 (tax levy \$370,955.00)
Capital	\$ 37,189.31

Library Checking Accounts

Board Checking Account	\$ 22,966.14
Conderman Account	\$ 13,386.15

Maple City Bank Account

Savings	\$ 10,428.10
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 260,813.21 (Annual interest income: \$5525)
Board Trust Fund	\$ 389,727.51 (Annual interest income: \$8,837)
Saxon Endowment	\$ 14,894.82
Mary Beth Smith Fund	CD matured earning \$479.41 \$10,000 moved to savings(temp)

**DEBITS**

Bills Applied Against Board Checking Account

CPE Interlink, Teaching Artist, NYLA Registration, NYLA expenses, Storage Bins, Amazon, Walmart	<b>\$ 1,928.04</b>
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Bills Applied to Conderman Checking Account

Newsbank	<b>\$ 0.00</b>
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**Total Both Checking Accounts \$1,928.04**

Total Operating Expenses: Nov	2024	\$38,148.23
	Oct	2024 \$25,084.33
	Sept	2024 \$26,282.34
	Aug	2024 \$35,199.27
	July	2024 \$28,589.86
	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