

Library Meeting Minutes
Tuesday, 1/21/2025

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
Nancy Countryman
Tonya Cornish
Denise Chilson – Director

Excused:

Holly Hogan
Alex Hoffman

Regular meeting called to order at 4:59pm

The potential Bookmobile that was scheduled to visit for Trustees to look over was rescheduled on account of the weather, as well as Norm’s suggestion that the vehicle be gas-powered.

A Zoom meeting was held with legal advisor Stephanie Adams, from Buffalo, who introduced herself to the Board and spoke on the need to work with the City to reset current Trustees’ terms. Stephanie recommended a letter be sent to the Mayor and Common Council to reset. Stephanie also referenced some topics that we will be discussing with her at our next meeting...

Garrett and Denise spoke about their meeting with Mayor Buckley regarding expectations moving forward to make sure that the Board and the City are on the same page with future Trustee appointments. It was recommended that whenever possible new candidates be selected by October so they can be approved for the start of a new term in January...

Secretary’s Minutes:

1. Corrections are needed for the December minutes. These amendments were discussed.
Motion made to approve December’s minutes, with corrections, by Norm, seconded by Mike. Approved unanimously.

Director’s Report:

1. For the full Director’s Report, see Appendix A.

Financial Officer’s / Financial Committee’s Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that the city balances are healthy. Joe also discussed how he’s distributing Bookmobile monies and the fact that our Trust Funds earned excellent dividends in 2024.
3. Finally, Joe addressed January 2025 expenses, which are up compared to the average monthly expenses on account of fact that the NYS retirement payment, which has increased.

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

All Board members present were sworn in by President McGowan.

President McGowan then shared that Pat Moore gave him her letter of resignation. The Board voted to accept her resignation effectively immediately. Tonya Cornish was selected as a replacement Board member.

Motion made by Norm, seconded by Mike, to accept Tonya Cornish as a new Trustee.
Approved unanimously.

Personnel Committee Report:

1. *Motion made by Joe, seconded by Norm, to move into Executive Session at 5:27.*
Approved unanimously.
2. *Motion made by Gary, seconded by Norm, to come out of Executive Session and return to Regular Session at 5:38.* Approved unanimously.

Building Committee Report:

1. Denise's office renovation has been moved to February.

Friends of the Library Report:

No Report

Outreach Committee Report:

1. Discussion about the purpose of the Outreach Committee, which currently only has Denise and Gary on it...
2. Denise shared that she would like the Committee to market and publicize Library events, as well as what the Library does on a day-to-day basis. The Committee could also have a Trustees Table at community events. Nancy Countryman expressed a possible interest in joining.
3. Mike said that at an upcoming meeting the Board should reorganize committee membership, focusing on what each committee is responsible for and giving Trustees the opportunity to join committees.

Policy Committee Report:

1. Gary reported that the Policy Committee has a plan moving forward for how it will handle its ever-growing workload. Moving forward, the Committee will meet each month and create / approve two new policies, as well as look over one old policy that may need updating. Once the Committee is happy with these policies, they will be sent to the entire Board at least one week in advance of our meeting to be discussed and possibly voted on.

Old Business:

1. Gary asked about whether the ad hoc Archival Committee should have a monthly report, or as needed. The Board thought that a monthly report wasn't necessary, but rather as needed under "Old Business".
2. Tonya and Mike asked to be added to the Archival Committee roster! Thanks!

3. Norm and Denise presented on the Bookmobile vision, needs and some options that Norm had found. The Board agreed that Norm has its full confidence to look into a viable option and get back to the Board with a recommendation.

New Business:

1. The following resolutions were read aloud:

WHEREAS, as provided by its charter and bylaws, the Hornell Public Library has nine trustees serving three-year terms starting on January 1, and ending on December 31 of the third year, with terms staggered so that no more than three terms expire per year; and

WHEREAS, when a vacancy arises due to expiration of a term, it is the responsibility of the Mayor to appoint or re-appoint a trustee upon consent of the Common Council; and

WHEREAS the Mayor and Common Council have routinely performed that duty; and

WHEREAS it has been found that the required pace of service and expiration has drifted so that six trustees shall expire in the next year; and

WHEREAS the Library has requested correction of such effect as set forth below and assured the City that each trustee named has consented to such correction:

BE IT RESOLVED

1. The terms of Nancy Countryman and Michael McCumiskey are confirmed as expiring December 31, 2027;
2. To add one more trustee whose term ends in 2027, Joe Liberto is appointed to a term beginning February 1, 2025 and ending December 31, 2027;
3. Alex Hoffman's and Holly Hogan's terms are confirmed as expiring December 31, 2026;
4. To add another trustee whose term ends December 31, 2026, Norman Ellis is hereby appointed to a term that starts February 1, 2025 and ending December 31, 2026;
5. To add two trustees whose terms end December 31, 2025, Garrett McGowan and Gary Kelleher are both appointed to one-year terms beginning February 21, 2025 and ending December 31, 2025.

And BE IT FURTHER RESOLVED that the Board expects that the Library will amend its bylaws and practices to ensure three (3) nominations are sent to the Mayor and the Common Council by the October Common Council meeting of each year, so the appointment may be approved by the December meeting of the Common Council, so the new appointments are active as of the Library's January meeting.

Motion made by Gary, seconded by Garrett, to adopt the abovementioned resolutions. Approved unanimously.

The next Board meeting will be on Tuesday, February 18th at 5:00pm in the Hand-Saxon Room.

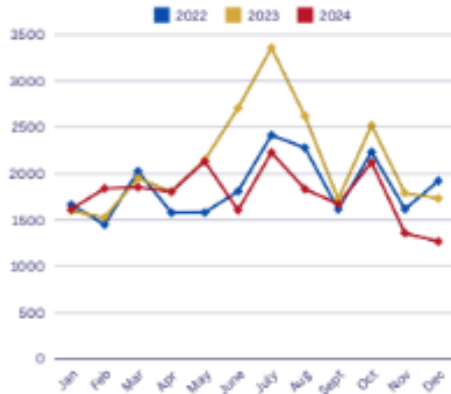
Motion made to adjourn at 6:11pm. Moved by Tonya, seconded by Joe. Approved unanimously.

Hornell Public Library

JANUARY 2025 DIRECTOR'S REPORT
SUBMITTED BY DENISE CHILSON, DIRECTOR



Patron Visits



CHECKOUTS

Our circulation numbers for December was down, with a decrease of 199 checkouts since November. Circulation numbers remained nearly the same from 1958 transactions in December 2023 to 2065 transactions in December 2024.

TRAININGS / MEETINGS ATTENDED 12/17-01/21/25

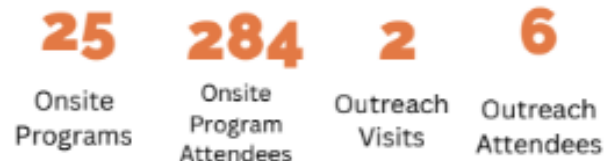
- 1/9/2025 Library Advocacy Kickoff Workshop (Denise and Sidnie)
- 1/13/2025 Dinosaur Pizza: Learning Librarianship from Kids (Denise and Sidnie)
- 1/15/25 Narcan Training (Sidnie, Grace, Stephanie)
-

PATRON NUMBERS

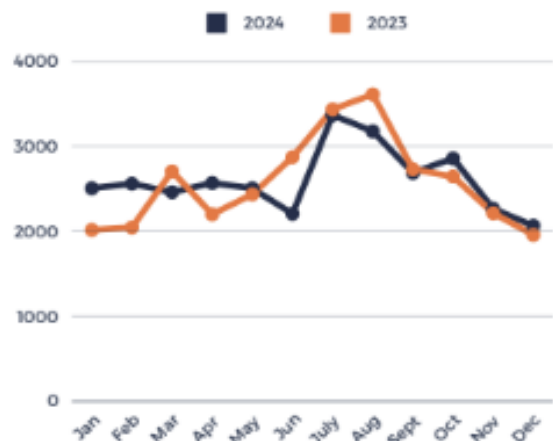
For the month of December we entered **11** new library cards.

Our patron visits for December were down, with a decrease of 91 since November.

Patron visits declined from 1733 visits in December 2023 to 1267 visits in December 2024.



Circulation



2264

Items checked out in November

671

eBooks checked out in November

96

Public computer sessions in November

338

Holds filled in November

714

Visits to website in November

2065

Items checked out in December

561

eBooks checked out in December

73

Public computer sessions in December

300

Holds filled in December

697

Visits to website in December

Last Meeting's Corrections to Minutes

Changes needed to our 12/17

Meeting Minutes:

Jacob Postl's state date was
1/8/2025, not 1/9/25

New Hires

Changing Bob Evans to Sub- Cleaner effective 01/22/25
New Hire Cleaner: Atticus Wagener: Start date: 01/22/25
15 hrs/weeks @ \$16.00/hour

Executive Session for staff updates

Items Needing Discussion:

- Resolutions for changes to staff
- Resolutions to correct the Board appointment calendar to align with our By-Laws and Charter
- January 31 Meeting with the Mayor: what programs and projects do you want highlighted? What do you see as "needs" to achieve these programs and projects?
- Common Council Meeting January 27th at 7PM
- Bookmobile!
- Board Training at February Meeting with Stephanie Cole Adams! By-laws and other pearls of wisdom

New Trustee

Nancy Countryman, welcome!

Nancy is a Real Estate Agent and remembers doing homework in the Carnegie Room. She also has a passion for Marketing. Welcome, and we look forward to learning more about your passion for libraries and library advocacy!

Happy Patron



Welcome to 2025!

We have a BIG year ahead of us, and a lot of work to do, but it's going to be
GREAT!

February 5th kicks off LIBRARY ADVOCACY DAY!

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
January 21, 2025

REVENUE

City Balances

Checking	\$ 9,000.62
Savings	\$ 323,786.23
Capital	\$ 37,442.22

Library Checking Accounts

Board Checking Account	\$ 66,122.86
Conderman Account	\$ 16,460.33

Maple City Bank Account

Savings	\$ 10,428.00
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 249,712.09	
		(Annual interest income: (\$9386))
Board Trust Fund	\$ 396,714.8	
		(Annual interest income: (\$9130.26))
Saxon Endowment	\$ 16,247.42	
Mary Beth Smith Fund	\$ 10,000	moved to savings(temp)

DEBITS

Bills Applied Against Board Checking Account

Amazon	\$ 538.87
Walmart	\$ 150.82
Stephanie Cole Adams-Lawyer	\$ 2000.00
Dollar Tree, Dollar General, Wegmans, Aldi	\$ 18.54
Sub Total	\$ 2,708.23

Bills Applied to Conderman Checking Account

Spectator renewal	\$ 47.00
Sub Total	\$ 47.00

Total Both Checking Accounts \$ 2,755.23

Total Operating Expenses	Jan 2025	\$48,315.00(NYS RET \$19,678.00)
	Dec 2024	\$30,890.76
	Nov 2024	\$38,148.23
	Oct 2024	\$25,084.33
	Sept 2024	\$26,282.34
	August 2024	\$35,199.27
	July 2024	\$28,589.86

June	2024	\$35,936.47
May	2024	\$23,107.24
Apr	2024	\$33,754.74
Mar	2024	\$43,242.46(STLS \$16,725.00)
Feb	2024	\$24,902.15
Jan	2024	\$36,309.39