

Library Meeting Minutes
Tuesday, 3/18/2025

Attended at Hornell Public Library:

Garrett McGowan – BOT President
Joe Liberto – BOT Chief Finance Officer
Gary Kelleher – BOT Secretary
Norm Ellis
Alex Hoffman
Nancy Countryman

Submitted by G. Kelleher

Excused:

Mike McCumiskey – BOT Vice President
Holly Hogan
Tonya Cornish
Denise Chilson – Director

Regular meeting called to order at 5:00pm

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Garrett asked that all the Board members take some time to look over the Director's Report for the month and see Denise or him with any questions.
3. The Director's Office renovation will begin on 3/28, with rewiring starting on 3/31. If anyone wants to help swing a sledgehammer, paint or otherwise be involved, check your emails for updates coming soon.
4. Jacob Postl's last date of employment at HPL was 02/27/2025.
5. The Board reviewed the "Friends of the Hornell Public Library M.O.U.". It was decided that some wording needed to be changed. With that amended wording, the M.O.U. will be sent back to Friends for their approval.
6. *Motion to adopt the Policy Committee's updated Credit Card Policy by Nancy, seconded by Gary.* Approved unanimously.

7. Motion made by Gary, seconded by Nancy, to adopt the following Resolution:

Hornell Library Resolution

Balancing Resolution for the Fiscal Year 2024-2025

WHEREAS, the following transfers must be made to close out the appropriation accounts for Fiscal Year 2024-2025.

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

FROM	TO	AMT.
LIB HOS/DEN INSUR L9060.8	LIB Bldg Main L7410.1	\$1,531.64
" " " " "	LIB Elec Mat L7410.795	\$ 70.31
" " " " "	LIB Lib Suply L7410.430	\$ 848.00
" " " " "	LIB Telephone L7410.451	\$1,253.25
" " " " "	LIB Elev Main L7410.494	\$1,532.50
" " " " "	LIB Cont Serv L7410.460	\$ 115.97
" " " " "	LIB Retire L9010.8	\$2,638.00
" " " " "	LIB Disability L9055.8	\$ 253.94

Carried Yes NO

Absent-

We, the members of the Library Board of Trustees, herby authorize the above transfers and approve this resolution.

President of the Library Board of Trustees [Signature] Date 18 Mar 2025

Trustee [Signature: Gary P. Kellid] Date 18 Mar 2025

Trustee [Signature: Nancy Counterman] Date 18 March 2025

Approved unanimously.

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

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reviewed where revenue comes from and where it goes. He then presented his report, citing that the Library's numbers are doing really well. The Conderman Trust is up from last year. Expenses are up for the month, but still in good shape overall.

Personnel Committee Report:

Nothing to Report

Building Committee Report:

Nothing to Report

Friends of the Library Report:

1. Nancy reported that she went to the most recent Friends meeting. They are currently going over their bylaws, and are still in need of about five more members in order to fully accomplish their mission. If anyone knows of anyone who might be interested, please reach out to Nancy or the Friends directly.

Outreach Committee Report:

Nothing to Report

Policy Committee Report:

1. Gary will be sending out an email to the Committee soon to schedule our next meeting.

Old Business:

1. Gary reported that the ad hoc Archival Committee met last week. Gary started the inventorying process. Ideally, two to three people working together would make for the most efficient work.
2. On a related note, a discussion was held on starting to acquire archival materials for the Thacher Room's more sensitive and antique documents / books / artifacts. It was decided that some items could be purchased using our Capital reserve funds, so Gary and Denise can work on a "wish list" to be addressed at our April meeting.

New Business:

1. Norm updated the Board on the Bookmobile work. It's slow going, but going well! Shelving has been installed and if anyone is interested in helping, please look for emails from Norm about work on Saturday mornings.
2. A discussion was held on shifting our meetings to a 5:30pm start time to accommodate some of our Board members who work. The Board agreed that this might be effective, so we'll look at making this change after our summer recess. Again, our meetings will remain at 5:00pm for now, and most likely move to 5:30pm in September...
3. Gary will look into dates for our annual Hornell H.S. National Honor Society "Spring Clean Up" Day.

The next Board meeting will be on Tuesday, April 15th at 5:00pm in the Hand-Saxon Room. As a reminder, this meeting will be briefer on account of the Public Budget Proposal at 6:00pm.

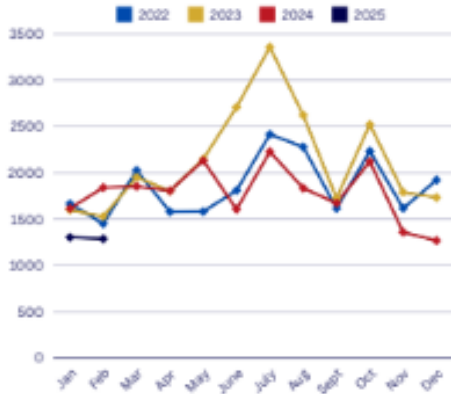
Motion made to adjourn at 5:26pm by Norm, seconded by Joe. Approved unanimously.

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of February we entered **19** new library cards.

We had 1,287 patrons visit the Library in February!

27

Onsite Programs

152

Onsite Program Attendees

3

Outreach Visits

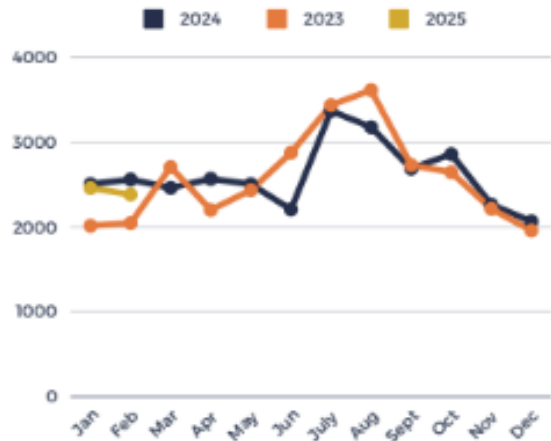
31

Outreach Attendees

LET'S CELEBRATE SOME WINS!

- The Bookmobile is making progress!
- HPL is working with a student from ASC to make an SRP Commercial
- Jasmine is upping our PR game with FB and Instagram Reels
- Department meetings are going well
- Office Reno Plan! 3/28 Remove everything from room along with shelving. Randy Jackson will start rewiring on 3/31/2025!
- Hornell Pub Library to host STLS DAC on Wednesday, March 26 at 9AM

Circulation



2458

Items checked out in January

587

eBooks checked out in January

107

Public computer sessions in January

355

Holds filled in January

741

Visits to website in January

2382

Items checked out in February

728

eBooks checked out in February

113

Public computer sessions in February

391

Holds filled in February

697

Visits to website in February

Staff Trainings

02/24/25, 03/11/25 Summer Reading Meeting
02/26/25 Circulation Dept Meeting
02/28/25 Zoom with Cole, Kirsten, Joe and Denise
03/01/25 Policy Committee Gary, Alex, Denise Eba
03/06/25 SCOFA Meeting Denise
03/10/25 Archival Meeting- Gary
03/12/25 Friends Meeting Denise & Nancy
03/14/25 Zoom with Cole Kirsten, Denise and Joe
03/14/25 Staff Meeting
02/10/25 A Trauma-Informed Lens Changes What You See
Stephanie
02/10/25 "Growing Through Conflict: Healthy Workplace
Communication
02/07/25 "Creating Library Spaces and Programs that
Nurture Teen Mental Health and Healing Jasmine and
Stephanie
02/07/25 "Creating a Safe and Welcoming Space in Your
Library: Working with Patrons in Crisis" Stephanie
02/07/25 "Community Health Challenges: Training, Language, and
Programming for Libraries" Stephanie
2/10/25 Empowering Teens: Enhancing Information Literacy
through Games and Interactive Programming Jasmine
02/10/25 Dealing with Difficult Situations Jasmine
Youth Advisory Group Jasmine and Sidnie

Board/Director To-Do List:

- Review 5 Year Plan, and start to create new 5 year plan
- Create Strategic Plan ASAP
- Re-write Board By-Laws ASAP
- New Board Member Training/Succession Planning
- Create Board Calendar with essential dates
- Do we need a special committee to handle the above tasks?
- Look at event calendar for Hornell and choose who can table at which event

Items Needing Discussion:

- Board Training with Cole Adams!
- Discuss/Approve MOU/Credit Card Policy
- Jacob Postl, last day of employment 2/27/2025
- Common Council Meeting March 7 & 24:Who can attend?
- **Bookmobile update-Friends requesting itemized list of what we need for reno, and upkeep, along with prices**
- Re-org Adult Fic...De-generify for less confusion
- Meeting with City Hall 3/27/25 @9AM Joe, Denise Bethany Christine S.
- Date for Budget Hearing: 4/15/25 at 6PM
- Volunteers needed!

The Dream Machine is finally here!!!



**Thank you to the HPL Board of Trustees,
Staff, Friends of the HPL and all of our
Volunteers!**

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
March 18, 2025

REVENUE

City Balances

Checking	\$ 14,750.62
Savings	\$ 240,876.46
Capital	\$ 37,678.91

Library Checking Accounts

Board Checking Account	\$ 46,836.81
Conderman Account	\$ 16,332.18

Maple City Bank Account

Savings	\$ 10,432.40
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 264,691.08	
		(Annual interest income: (\$9386))
Board Trust Fund	\$ 396,636.18	
		(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- Books, Programing	\$ 2,284.40
Book Carts for Book Mobile	\$ 1,575.22
Teaching Artists ROC,Speakers, Books	\$ 3039.50
Sub Total	\$ 6899.13

Bills Applied to Conderman Checking Account

Chamber of Commerce Dues	\$ 75.00
The Spectator Subscription	\$ 53.15
Sub Total	\$ 128.15

Total Both Checking Accounts \$ 7,027.28

Total Operating Expenses: Mar	2025	\$35,698.58
	Feb 2025	\$55,540.00(STLS \$17,511.00)
	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

Aug	2024	\$35,199.27
Jul	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