

Library Meeting Minutes
Tuesday, 6/17/2025

Attended at Hornell Public Library:

Submitted by G. Kelleher

Garrett McGowan – BOT President
Mike McCumiskey – BOT Vice President
Gary Kelleher – BOT Secretary
Norm Ellis
Holly Hogan
Nancy Countryman
Tonya Cornish
Eba Klindt
Dan Hausman – Community Member / Guest

Excused:

Joe Liberto – BOT Chief Finance Officer
Alex Hoffman
Denise Chilson – Director

Regular meeting called to order at 5:01pm

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Eba, filling in for Denise, reported the on a few select items related to the Director's Report (see Appendix A).
3. Norm asked about the Digitization Grant, at which time Eba shared that the Library has been awarded the \$5,000 Digitization Grant, as well as a \$10,000 ALA Grant.
4. Norm also asked if anything had been looked into yet regarding Penny Gray's ideas, from our previous meeting, regarding Microfilm Digitization options (i.e. Newspapers.com or some other third party). Eba and Gary explained that no progress has been made, but Gary will continue trying to contact those organizations.

Financial Officer's / Financial Committee's Report:

1. Joe reported, via email, the following:
"We are at \$131,100 in savings in the City Account. Divide that sum by 5 months (time needed to get to November). That leaves us with \$26,420 per month to pay the bills until November. We will use the CD money for each month our expenses exceed the \$26,420 to pay the difference."
2. *Motion made by Mike, seconded by Holly, to pay the Library's bills for the month. Approved unanimously.*
3. *Motion made by Norm, seconded by Mike, to pay the Library's bills over the Board's Summer Recess for the months of July and August. Approved unanimously.*

4. Motion made by Garrett, seconded by Mike, to adopt the following resolution:

HORNELL
LIBRARY RESOLUTION

BALANCING RESOLUTION FOR FISCAL YEAR 2024-2025

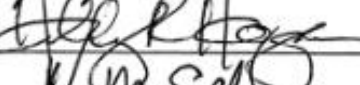
WHEREAS, the following transfers must be made to close out the appropriation accounts for Fiscal Year 2024-2025,

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

FROM	TO	AMT.
HOS & MED INS L7410.1	LIB. BOOKS L7410.41	\$ 424.94
" " " " "	LIB. SUPPLIES L7410.430	\$ 1,462.25
" " " " "	LIB. BUILD MAINT. L7410.432	\$ 1,678.97
" " " " "	LIB. TELEPHONE L7410.451	\$ 1,580.47
" " " " "	LIB. CONT SERVICES L7410.460	\$ 115.97
" " " " "	LIB. ELEVATOR MAINT. L7410.494	\$ 1,532.50
" " " " "	LIB. ELECTRONIC MAT. L7410.795	\$ 2,549.43
" " " " "	LIB. STATE RETIREMENT L9010.8	\$ 2,638.00
" " " " "	LIB. SOCIAL SECURITY L9030.8	\$ 23.98
" " " " "	LIB. DISABILTY INS. L9055.8	\$ 253.94

CARRIED –

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

TRUSTEE: 	DATE: 6/17/25
TRUSTEE: 	DATE: 6/17/25
TRUSTEE: 	DATE: 6/17/25
TRUSTEE: 	DATE: 6/17/25

"I have compared this copy with the original on file in this office and do hereby certify that the copy is a correct transcript therefrom and of the whole thereof.

Dated this _____ day of _____

Approved unanimously.

5. Mike also reported that the Financial Report would most likely look differently moving forward because of the needs of the Board discussed at our last meeting.

Personnel Committee Report:

1. Garrett reported that payroll hours are being reduced, ultimately to about 440 to 450 per week, which will result in personnel costs falling and being condensed as well.

Building Committee Report:

1. Norm shared that he received a \$200 donation for paint for the Bookmobile. The Board shared its thanks and appreciation to Norm for getting the Bookmobile on the road!

Ad-hoc Archival Report:

1. Gary shared that the Archival Committee met and decided to change its approach to the Thacher History Room's inventory process. To align with other Library policies, the Committee will be "weeding" first, then inventorying what is determined to be appropriate for the Thacher Room. The basis for these decisions will be made according to the following Vision Statement for the Thacher History Room:

The Thacher History Room is a valued resource to the Hornell Public Library and the Hornell Community at large. The primary focus of the Thacher History Room is to encourage and foster an appreciation, study, knowledge and preservation of local history in the following areas:

- ***City of Hornell and Town of Hornellsville History***
- ***Steuben County History***
- ***Genealogical History***

The resources in the Thacher History Room should be collected and preserved in such a way as to be a resource for the community now and for years to come.

Gary will be sending an email out to the Archival Committee soon to begin this process.

Friends of the Library Report:

1. Nancy reported that she attended a "Friends" event in Henrietta that gave her and our Friends organization a lot of ideas on how to move forward! A discussion ensued focused on the following:
 - Friends of the Hornell Public Library needs to recruit and grow membership.
 - The Board needs a closer relationship with our Friends organization. Garrett brought up the idea of having a "mixer" of sorts between the Board and Friends. Friends leadership should also be included in our group emails from Garrett, Joe and Gary so they're privy to all information (i.e. meeting dates).
 - We also need to reference the new M.O.U. signed with Friends to make sure both parties are in compliance; namely, that the Board has a member at Friends meetings and Friends has a representative at our Board meetings. Having representatives at each other's meetings would certainly help with this goal!
 - The question was posed as to how much money is currently in the Friends' account. The answer was not known and should be a priority.
 - Discussion was held once again on the role, overlap and limitations on what Board Members can do to interact with Friends.

Outreach Committee Report:

Nothing to Report

Policy Committee Report:
Nothing to Report

Old Business:

1. Discussion was held on moving our Board Meetings to a 5:30pm start time.
2. *Motion made by Norm, seconded by Holly, to start our Board meetings at 5:30pm, effective in September. Approved unanimously.*
3. The Feed Station Training will be on Wednesday (6/18) at 3:30pm in the H.S. Cafeteria if anyone is willing to be trained to help out with this on account of staffing shortages, particularly on Wednesdays and Fridays.
4. Discussion held on Stephanie Adams' suggestions proposed at an earlier meeting. Garrett asked that we table this discussion until Stephanie can be brought in, perhaps in September, to meet / train with the Board. In the meantime, if Board members can look over the document she shared with us, coming into the abovementioned training with questions would be helpful.

New Business:

1. Discussions held on trying to get the Bookmobile in the Fourth of July Parade and the possibility of imminent Board openings.

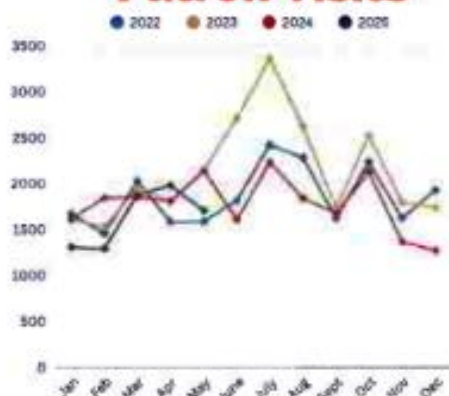
The next Board meeting will be on Tuesday, September 16th at 5:30pm in the Hand-Saxon Room.

Motion made to adjourn at 5:57pm by Holly, seconded by Tonya. Approved unanimously.

Appendix A:



Patron Visits



PATRON NUMBERS

For the month of May we entered **25** new library cards. New Online Users: **14**

We had **1,703** patrons visit the Library in May!

58 **686** **11** **149**

Onsite
Programs

Onsite
Program
Attendees

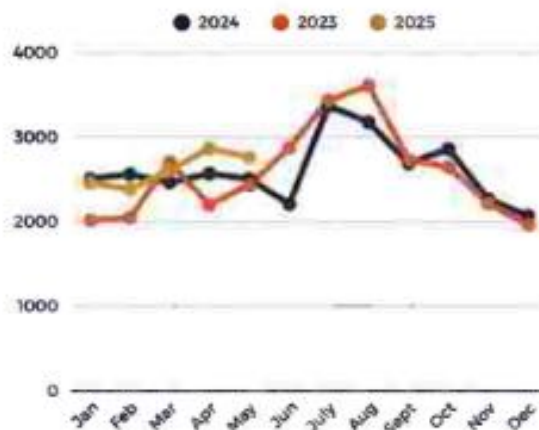
Outreach
Visits

Outreach
Attendees

LET'S CELEBRATE SOME WINS!

- ALA Capacity Building Grant-Eba and Elizabeth
- Welcome to Laken Snowden from ARC! She has started her placement here at HPL!
- Digitization Grant Update
- NYLA Presentation Eba & Elizabeth
- Middle School Carnival Denise and Christine S (thank you to CS for volunteering!)
- Baseball & Books Jasmine, Stephanie & Sidnie
- School Tours 2025- Great Feedback from the schools!

Circulation



2867

Items checked out
in April

760

eBooks checked out
in April

183

Public computer
sessions in April

361

Holds filled
in April

758

Visits to website
in April

2764

Items checked out
in May

796

eBooks & e-magazines
checked out
in May

184

Public computer
sessions in May

291

Holds filled
in May

800

Visits to website
in May

Staff Trainings

Items Needing Discussion:

- Balancing Resolution
- Vote to pay the July and August bills? Or do we have a quorum meet both months?
- Thank you, Gary for putting up the SRP signs around town!
- Get the Bookmobile on the road! Denise will do this when she is back in the office
- Update on when Bookmobile can be painted?
-

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
- Address Amazon issue and Tax Levy money

Upcoming Summer Reading Programs!



"Circus for All" with Benjamin Berry
July 23rd at 1 pm



Community Bike Ride
July 16th and August 6th at 6 pm



Life-Sized Board Games
August 8th at 1 pm

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