

Library Meeting Minutes
Tuesday, 3/10/2026

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
Holly Hogan
Nancy Countryman
Dan Hausman
Tonya Cornish
Denise Chilson – Director

Excused:

Alex Hoffman

Regular meeting called to order at 5:30pm

New Business:

1. A brief review and discussion on the Resolution to Open Accounts at Maple City Savings Bank. *Motion was made by Garrett, seconded by Gary, to adopt the following:*

The Hornell Public Library authorizes the opening of two accounts at Maple City Savings Bank in Hornell, NY:

- *A Money Market account*
- *A checking account titled “Library Operating Account”*

Authorized signers on both accounts:

- *Finance Officer – Joe Liberto*
- *Finance Committee Member – Mike McCumiskey*
- *Director – Denise Chilson*
- *Contracted Accountant – Lori Bokan*

These individuals are empowered to sign, deposit, withdraw, and perform all necessary banking actions for these accounts on behalf of the Hornell Public Library.

Approved unanimously.

2. *Motion by Mike, seconded by Tonya, to remove Tim Nesbitt from the Library Account.*
Approved unanimously.

3. A brief review and discussion on the Resolution to Change Fiscal Year to Calendar Year. *Motion was made by Joe, seconded by Tonya, to adopt the following:*

Whereas, the Hornell Public Library currently operates under a fiscal year that does not align with the calendar year; and

Whereas, aligning the fiscal year with the calendar year (January 1–December 31) will improve budgeting clarity, financial reporting, and coordination with state and local reporting requirements;

Be it resolved that the Hornell Public Library hereby adopts a change in its fiscal year to match the calendar year, effective January 1, _____;

Be it further resolved that all necessary adjustments, filings, and transitional accounting procedures shall be completed to implement this change;

Approved unanimously.

4. A brief review and discussion on the Resolution to Approve Letter to City Hall. *Motion was made by Gary, seconded by Joe, to adopt the following:*

Whereas, the Hornell Public Library Board has reviewed the proposed letter addressed to City Hall; and

Whereas, the Board finds the content of the letter accurate, appropriate, and in the best interest of the Library;

Be it resolved that the Hornell Public Library Board hereby approves the letter as presented and authorizes its distribution to City Hall;

Be it further resolved that the Library Director is authorized to sign and send the letter on behalf of the Hornell Public Library.

Approved unanimously.

5. A brief review and discussion on the Resolution to Approve and Sign Contract for Accounting and Payroll Services. *Motion was made by Holly, seconded by Gary, to adopt the following:*

Whereas, the Hornell Public Library requires professional accounting and payroll services to support its financial operations; and

Whereas, Requests for Proposals (RFPs) were sent to three accounting professionals for the provision of these services; and

Whereas, the Board has reviewed the proposals received and has determined that the proposal submitted by Lori Bokan best meets the needs of the Library; and

Whereas, Lori Bokan has offered to provide payroll services at a rate of \$250 per month and accounting services, including the handling and payment of Library bills, at a rate of \$250 per month;

Be it resolved that the Hornell Public Library Board hereby accepts the RFP submitted by Lori Bokan and approves entering into a contract for services at the rates stated above;

Be it further resolved that the Library Director is authorized to sign the contract on behalf of the Hornell Public Library.

Approved unanimously.

6. A brief review and discussion on the Resolution to Name Existing Savings Account as "Library Capital Account". *Motion was made by Mike, seconded by Tonya, to adopt the following:*

Whereas, the Hornell Public Library maintains an existing savings account at Maple City Savings Bank; and

Whereas, the Board wishes to formally designate this account for capital purposes to support long-term planning, major purchases, and facility needs;

Be it resolved that the existing savings account held at Maple City Savings Bank shall hereby be named the “Library Capital Account”; and

Be it further resolved that this designation shall take effect immediately upon adoption of this resolution.

Approved unanimously.

7. A brief review and discussion on the Resolution to Adopt 457(b) Plan (see Appendix B). *Motion was made by Tonya, seconded by Garrett, to adopt the 457(b) Plan.*
Approved unanimously.

Old Business:

1. Denise gave Garrett the Friends of the Library MOU to sign (see Appendix C).
2. Denise informed the Board that Insurance Policies are in the works. Dental and Vision are being switched to 100% for current employees. A discussion ensued on insurance for past employees. This was tabled until our meeting next week and based upon guidance from the Library’s lawyer.

The next Board meeting will be on Tuesday, March 17th at 5:30pm in the Hand-Saxon Room.

Motion made to adjourn at 6:13pm by Tonya, seconded by Dan. Approved unanimously.



139 River Walk Plaza
Wellsville, New York 14895
Phone: 585-593-4063
Fax: 585-593-1908

CLIENT: Hornell Public Library _____

ENTITY: C-Corp / S-Corp / Partnership / Sole Proprietor

SERVICES SELECTED:

BOOKKEEPING Monthly Cost: \$250.00 _____
Payment of all bills through your checking account
Bank Reconciliation of all accounts
Bookkeeping records on our QuickBooks program
Monthly Profit & Loss and Balance Sheet reports
Annual Tax Return (Annual Cost/12)
Audit Information

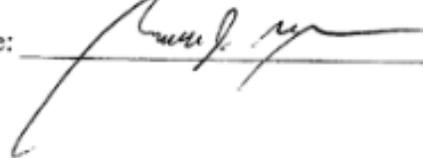
PAYROLL Monthly Cost: \$ 250.00 _____
Direct Deposit or Checks for payroll
Quarterly IRS and State filing of payroll forms
Regular Withholding & Tax Deposits
Annual Reporting (includes W-2's)
Annual 1099's
Annual Tax Return

TOTAL Monthly Cost: \$ 500.00 _____

SET-UP COST - Due at Signing: \$ 250.00 _____

ACCEPTED BY:

Printed Name: Garrett M'Gowan

Signature:  Date: 10 March 2026

Adoption Of The State of New York Deferred Compensation Plan

WHEREAS, the Hornell Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for voluntary participation of all eligible employees; and

WHEREAS, the Hornell Public Library local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, the Hornell Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Hornell Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

NOW, THEREFORE, it is hereby:

RESOLVED, that the Hornell Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Hornell Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the 10th day of March, 2026, at a meeting of the Hornell Public Library Board of Trustees

I hereby certify that the Hornell Public Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth by:

(Name of Local Public Employer)

By:

Consent of The Deferred
Compensation Board of the
State of New York to
Local Public Employer's
Participation

By: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE FRIENDS OF THE HORNELL PUBLIC LIBRARY
AND
THE HORNELL PUBLIC LIBRARY BOARD OF DIRECTORS**

This Memorandum of Understanding (MOU) is made and entered into on this ___ day of _____, 20____, by and between the Friends of the Hornell Public Library (hereinafter referred to as "Friends") and the Hornell Public Library and its Board of Directors (hereinafter referred to as "Library").

I. PURPOSE

The purpose of this MOU is to establish a collaborative and mutually beneficial relationship between the Friends and the Library to support and enhance library services, programs, and resources. This agreement outlines the respective roles and responsibilities of both parties in a spirit of cooperation and shared goals.

II. ROLES AND RESPONSIBILITIES

A. Responsibilities of the Friends

1. Provide financial and volunteer support to enhance Library services, programs, and collections.
2. Engage in fundraising activities and special events to support Library initiatives.
3. Advocate for the Library within the community and with local government and stakeholders.
4. Maintain financial records and provide an annual financial report to the Library Board.
5. Operate independently while working in alignment with Library priorities and needs.
6. Ensure all funds raised are used in accordance with the mission of supporting the Library.

B. Responsibilities of the Library and Its Board of Directors

1. Provide guidance on Library priorities, needs, and goals for the Friends to consider when allocating resources.
2. Collaborate with the Friends on events, programs, and fundraising efforts.
3. Designate a Library staff member as a liaison to the Friends to facilitate communication and coordination.
4. Acknowledge the contributions of the Friends through appropriate means, including signage, public recognition, and reports.
5. Ensure that Library policies, procedures, and strategic plans are shared with the Friends to align efforts effectively.

III. FINANCIAL RELATIONSHIP

1. The Friends shall raise and manage funds independently for the benefit of the Library.
2. All donations, gifts, and proceeds from fundraising shall be used to support the Library in accordance with agreed-upon priorities.
3. The Library shall not have control over Friends' funds but may provide recommendations on the use of such funds.
4. The Friends shall operate as a nonprofit organization and maintain appropriate financial records and compliance with legal obligations.

IV. COMMUNICATION AND MEETINGS

- 1. Regular communication shall be maintained between the Friends and the Library through designated representatives.
- 2. The Friends shall provide updates on activities and financial standing at Library Board meetings as requested.
- 3. At least one joint meeting shall be held annually to review the partnership, discuss future goals, and assess effectiveness.

V. DURATION AND AMENDMENTS

- 1. This MOU shall take effect upon signing and shall remain in force unless terminated by either party with a 30-day written notice.
- 2. Amendments to this MOU must be made in writing and approved by both parties.
- 3. This MOU shall be reviewed annually to ensure its effectiveness and relevance.

VI. TERMINATION

Either party may terminate this MOU with written notice of at least 30 days. In the event of termination, all remaining funds in the possession of the Friends shall continue to be used in support of the Library.

VII. SIGNATURES

By signing this Memorandum of Understanding, both parties agree to the terms outlined above and commit to a collaborative and productive relationship.

FOR THE FRIENDS OF THE HORNELL PUBLIC LIBRARY

Signature: _____

Name: _____

Title: _____

Date: _____

FOR THE HORNELL PUBLIC LIBRARY BOARD OF DIRECTORS

Signature: *Garrett McGowan* _____

Name: Garrett McGowan _____

Title: Board President _____

Date: 10 March 2026 _____