



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
22 February 2023
Minutes

Called to order: 3:03

Present: Diane Aaronson, Carolyn Austin, Glenda Bolton, Cary Brunswick, Kristy Vander Werff, and Tina Winstead.

Minutes

Diane made a motion that was seconded by Kristy to approve the 1-11-22 minutes. Cary abstained. All others in favor.

Director's Report

The report was reviewed.

Staff: A motion was made by Glenda and seconded by Cary. All in favor.

Resolved, the Library Board approves the hiring of Donna Foote as Children's Coordinator on a provisional basis.

Park Phase 1: a ribbon-cutting will be scheduled in June and combined with the presentation of the Phase 2 updated design.

Park Phase 2: the conceptual design will be completed in March and it will be displayed in the library and on the website throughout the month of April in order to solicit public feedback.

Finances

Diane made a motion that was seconded by Glenda to approve the bills, budget transfers and budget amendments. All in favor.

Other

The 2022 Annual Report without the financial sections was reviewed. It could not be approved due to the missing sections.

Trustee meeting dates will be changed to the second Monday of each month beginning in April.

The Library By-laws were reviewed and changes suggested.

Park Phase 2 update: the contract with ULS was reviewed by the Park Committee and Michele Palmer, grant administrator. Some changes were suggested and it was agreed that an attorney should review it before signing it.

3D Printer Policy: it was agreed that the policy should be adapted to the more current use patterns. A draft will be reviewed at the March meeting.

Basement stairs: it was noted that the basement stairs are not very safe and it was requested that Tina look into improving them.

Trustee Education: links to the Sexual Harassment Webinars will be sent to the Board members.

Next meeting is March 15 at 3:00 pm

Adjourned 4:45.



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Agenda

- Call to order
- Review of 1-11-23 meeting minutes
- Director's Report
- Financial
- Other
 - Annual Report
- Next meeting date/time
- Adjourn

Huntington Memorial Library

Director's Report

2-22-23

Facility

Park Phase 1 construction phase is completed. The library should be receiving the as-built survey plans soon, and there is concern about the health of the shrubs that were planted last summer. Closing out the project with the state has been much more involved than expected since two funding sources were used for the improvements. We are in the process of submitting the Closeout Checklist at this time. Sunshine Jenkins also will do an onsite inspection.

Park Phase 2:

The full Board reviewed the landscape architects' applications, four firms were asked to interview and two were given follow-up interviews. Urban Landscape Studio was selected. A report was submitted to OPRHP along with a copy of the proposals that were submitted by the top four firms. They approved the process and said we could move forward with developing a contract with ULS.

The first meeting was held with the Park Committee (Glenda and Kristy) and the ULS team in mid-February. Information was gathered about the history of the project, any issues we have, and current use patterns. A concept design will be developed in the next 6 weeks. Public input will be sought via a passive form throughout the month of April. We will have a display set up in the library, and there will be an online form that people can leave comments on.

Staff

Interviews were conducted for the Children's Coordinator position. The position was offered to Donna Foote who accepted and started work on January 30. Please adopt the following resolution:

Resolved, the Library Board approves the hiring of Donna Foote to the position of Children's Coordinator on a provisional basis.

Programs

An Open House to welcome Donna to the library is planned for March 1 all day.

A ribbon-cutting ceremony for Phase 1 of the Park Project could be combined with a presentation of Phase 2 design in June. I would like to have a wine and cheese reception to present Phase 2 after a tour of the Overlook Terrace and associated work on either June 9 or 16 at 6:00 p.m.

January is typically a month that we don't hold many programs but Open Minecraft is held weekly on Wednesdays after school.

February is Library Lover's Month and we're holding the Blind Date with a Book program that includes a book (date) discussion on March 3 at Roots Brewing Company. We entered the Chili Bowl at CANO and represented the library well, but didn't win the prize. The clerks have pitched

in and will offer another snowflake class, and a knit-by-hand blanket class. We've joined forces with several other libraries in the 4CLS to offer an online Spark Joy Program.

Other

Art book Partnership with Milne Library is progressing. We have shared a few art books so that the librarians at Milne can look into processing and cataloging them. I will be developing a Memo of Understanding for your review.

The logo is getting a possible revision this month. At this time, we have reviewed some font changes, after which a few color options will be reviewed. When we have narrowed down the options, I'll submit them to the Board.

2023 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6346												
*Circulation	6739												
Computer Use	355												

**Circulation does not include downloadable items.*