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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
11 January 2023  
Minutes

Called to order: 3:36

Present: Diane Aaronson, Carolyn Austin, Glenda Bolton, and Tina Winstead.

Minutes

Diane made a motion that was seconded by Glenda to approve the 12-7-22 minutes. All others in favor.

Director's Report

The report was reviewed.

Staff

A motion was made by Glenda and seconded by Kristy. All in favor.

*Resolved, the Library Board approves the hiring of Eva Weitzel as full-time library clerk and Brenda Balcom as part-time library clerk.*

Finances

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

The Board reviewed the restricted fund summary, 2022 donations summary, and the Revenue/Expenditure Report. No Capital Fund summary was available. The complete end of year finances will be provided in February as part of the NYS Annual Report.

Other

The Board went into executive session at 4:30 to discuss personnel issues. Executive session ended at 4:40.

The Board will extend an invitation to Cary Brunswick to serve as Library Trustee.

The Patron Policy was updated and presented to the Board. After discussion about what types of library cards the library should issue, Glenda made a motion that was seconded by Diane to approve the policy.

It was noted that after requests have been sent to the City Clerk, the city still has the library listed as a city department when it is actually a component unit.

Next meeting is February 15 at 3:00 pm

Adjourned 5:05.



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Board of Trustees Meeting  
11 January 2023  
Agenda

- Call to order
- Review of 12-7-22 meeting minutes
- Director's Report
- Financial
- Other
  - o Open Trustee position
  - o Patron Policy
  - o Fax policy: add to Printing/Copying: The cost to fax is 25 cents per page.
  - o Sign options
- Next meeting date/time
- Adjourn

# Huntington Memorial Library

## Director's Report

1-11-23

### Facility

Phase 1 Park Project: we are wrapping up the final reimbursement request for the grant. An amendment to the application was submitted as required by OPRHP. There are a few final figures that we're working through with Treffeisen that should be completed this month.

Phase 2 Park Project: four landscape architect companies will be interviewed this month.

Other: The electrical system has been connected to the new panel that was installed for the new park lights for all of the exterior lights so that all lights will turn on and off at the same time. A temporary light fixture has been added to the front door.

The Fire Department requested that we add a front door locking mechanism that will enable them to enter without breaking down the door. We are currently researching options.

Fence ball caps: we have tried unsuccessfully to contact Rocco at Antique Restoration this fall to get a refund but unfortunately have recently learned that he passed away.

### Staff

Interviews for the Children's Coordinator were rescheduled to the week of January 16 due to the Director having COVID.

Library Clerk Brenda has requested to work a part-time shift and Eva would like to work full-time. David Coury stated that due to the number of names on the Library Clerk exam list, that we could simply make the change to their work hours.

### Other

Policies to review include fax, and patron registration.

The cost of sending a fax is negligible (about 3.7 cents for a long distance number) but other associated costs are for the new printer, copy, scan, and fax machine, the paper, and staff assistance. I have modified our existing policy to add 25 cents per sheet and it is attached for your reference.

The patron registration policy does not include the many types of library cards that we offer so the goal is to have the new policy be more comprehensive and clear. In addition, someone who lives in a homeless shelter would like to get a library card. We do not offer cards to anyone that can't provide proof of permanent address and a photo id. I'd like to discuss the option of providing a Temporary Library Card for individuals living in shelters.

## 2022 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	3790	4128	4674	5386	4716	4816	5220	5624	4341	4304	4712	5890	<b>57601</b>
*Circulation	5395	5689	7050	7042	6667	7505	9039	8653	7263	6623	6367	6187	<b>83480</b>
Computer Use	274	287	342	389	362	440	456	501	479	300	273	343	<b>4446</b>

*\*Circulation does not include downloadable items.*

### Yearly Accomplishments in 2022

- Notice was received from NYS OPRHP that we will be awarded a grant for \$500,000 for the park project. The RFQ for Phase 2 resulted in about 9 applications and four were selected to give a presentation in January of 2023.
- Phase 1 on the Park Project was completed. Changes include adding historic light poles, recreating the Overlook Terrace as Henry Huntington first imagined it, the sledding hill, and plantings along the slope.
- \$45,613 in restricted funds were received in the form of grants and donations.
- \$2,210 in unrestricted donations were received.
- The vestibule was improved to provide a more welcoming entrance to the library. Changes include porcelain tile floor, sign holders, new doors and new locks.
- The historic stone wall was repointed with funds from Library Construction Aid.
- SCRLC installed equipment to assist patrons with disabilities with funds from ARPA.
- A Local History Collection Development Policy was adopted.
- High School Yearbooks and City Directories were digitized and are available on the library website.
- The library website was redesigned.
- Gardens were planted around the boulders on Chestnut St. and Church St.
- Programs are too numerous to mention even though we lost both program staff at various times. Those positions are still unfilled.
- Basement windows were replaced.
- A Video Surveillance Policy was adopted.
- The new position of part-time Account Clerk was filled.
- The library credit card changed from SFCU to Community Bank because they have an organizational card.
- Wifi boosters were added to the building by 4CLS so the signal reaches well into the park.
- Still in progress:
  - sharing the Art Trust Books with Milne Library
  - the fence restoration is complete with the exception of ball caps for the posts
  - Hemlock Woolly Adelgid was discovered and treatment will take place in 2023