



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
10 April 2023
Minutes

Called to order: 3:04

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

Minutes

Glenda made a motion that was seconded by Diane to approve the 3-15-23 minutes. All in favor.

Director's Report

The report was reviewed.

Park Phase 1: Tina will contact Mt. Vision Garden Center to get a quote for additional plantings along the River's Edge.

Park Phase 2: there were delays in creating the graphics needed to request public feedback but it shouldn't affect the overall timeline of the project.

Finances

Cary made a motion that was seconded by Glenda to approve the bills. All in favor.

First Quarter Treasurer's Report was reviewed. The Board appreciated the new format of the Capital Fund.

Other

Wireless Internet Connection Policy – Glenda made a motion that was seconded by Diane to approve the policy with the following changes:

- Remove "child" from line 2
- Keep the last line that indicates printing is available via the wireless network

Logo Refresh – the new logo and style guide were reviewed.

Front Porch Quotes – one quote from PAC Sign for \$20,375 was received. The Board requested that more quotes be received before making a decision.

Library Sign – the Board decided to reconsider the style and size of the sign. Tina will contact Valley Signs to pursue other options.

Fence – Tina asked Oneonta Fence Company if they had a solution to replace the missing the ball caps on the posts. They did not.

The Library Staff are participating in a reading challenge on Beanstack and the Board is invited to join.

The Board requested a copy of the current staff members and Tina also reminded everyone that the information is also on the library website.

Trustees participating in training are required to report it to the Board President.

Next meeting is May 8 at 3:00 pm

Adjourned 4:48.

Board of Trustees Meeting

10 April 2023

Agenda

- Call to order
- Review of 3-15-23 meeting minutes
- Director's Report
- Financial
- Other
 - o Wireless Internet Connection Policy review
 - o Logo Refresh
 - o Front porch repair quotes
 - o Library sign
- Next meeting date/time
- Adjourn

Huntington Memorial Library
Director's Report
4-10-23

Facility

Park Phase 1: The Financial Summary that was presented last month was confirmed to be correct by the grant administrator. There is \$51,013 available for plantings and the sign.

The as-built survey has been completed and we have the .pdf form. The print copies and CAD digital copies will be provided soon.

A walk-through will be scheduled during the first week of May to review the health of the shrubs so we can have them replaced as needed. Once we're fully satisfied, we will submit final payment to A Treffeisen and Son.

Park Phase 2: the contract with ULS was approved by NYS OPRHP and has been fully executed.

The concept plan was received and the committee met on March 16 with Erin at ULS to share feedback that was gathered from the staff and Board. Another meeting was held on April 3 to discuss design development, process for public feedback, and next steps. An on-site meeting is scheduled for early May.

Public Feedback will include images of the three primary areas to be developed along with questions related to them. There is a fairly large body of survey information so the primary goals are to set priorities in case the bids come in above the money on-hand, and to increase the visibility of the project. This may be available for review at the time of the meeting.

Porch: one quote was received from PAC Signs for \$20,375. Pete Powers has been in contact and has been onsite but I have not received a quote from him yet.

Sign: we are still waiting for a quote for a smaller sign from Valley Signs.

Elevator Entry improvements: we will be getting an estimate to tile the floor with the same tile that was installed in the vestibule last year.

Programs

The library will set up a table at the Mayor's first Welcome Reception on April 14.

Library Clerk Brenda Balcom will be doing a monthly Craft Club this year.

Staff

The probationary account clerk has left her position and there is no one else on the civil service list. The best strategy will be to hire provisionally.

The Librarian 1 list has still not been sent. This continues to add undue hardship and impacts the level of service we can provide the public. Alex and Tina continue to step in when necessary and we're lucky to have talented clerks who have offered programs.

Other

The logo has been updated and is attached for your review.

2023 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6346	6935	6956										20237
*Circulation	6739	6088	7040										19867
Computer Use	355	338	366										1059

**Circulation does not include downloadable items.*