

62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting 15 March 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 Glenda to approve the 2-22-23 minutes. All in favor.

Director's Report The report was reviewed.

Park Phase 1: a financial summary was presented and the Board asked Tina to confirm that the balance included projected costs rather than current expenditures.

Park Phase 2: David Merzig reviewed the contract with ULS and made suggestions. ULS will make the suggested changes.

Finances

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

Other

The 2022 Annual Report including the financial sections was reviewed. Cary made a motion that was seconded by Kristy to approve the report. All in favor.

Glenda made a motion that was seconded by Diane to approve the Library By-laws. All in favor.

Kristy made a motion that was seconded by Glenda to approve the 3D Printer Policy as amended. All in favor.

The Park Ribbon Cutting Ceremony will be held on Friday, June 9th at 6:00-7:30. There will be a wine and cheese reception after the ribbon cutting where the final design for Phase 2 will be presented.

Next meeting is April 10 at 3:00 pm

Adjourned 4:28.

Board of Trustees Meeting 15 March 2023 Agenda

- Call to order
- Review of 2-22-23 meeting minutes
- Director's Report
- Financial
- Other
 - o Annual Report
 - Library By-laws
 - 3D Printing Policy
 - Park Phase 2: contract with ULS, ribbon cutting/presentation discussion
- Next meeting date/time
- Adjourn

Huntington Memorial Library Director's Report 3-15-23

Facility

Park Phase 1: Financial Summary:

Funding for Huntington Park P	has	e 1							
DESIGN AND CONSTRUCTION	_	IOUNT							
NYS OPRHP Grant	\$	420,069		-	RHP BUDO	-			
Library Match	\$	140,023		Tot	al	Grant		Ма	tch
Library Additional Funding (Stimson)	\$	192,000		\$	560,092	\$	420,069.00	\$	140,023.00
Library Construction Mngt	\$ \$	33,250							
Templeton-grant admin		6,630		LIBRARY CONSTRUCTON AID		CTON AID			
	\$	791,972		Tot	al	Grant		Ма	tch
	_			\$	244,630	\$	121,804	\$	122,826
LIGHTING	AM	IOUNT							
					rary				
NYS Library Construction Aid	\$	121,804		Cap	oital Fund				
Library Match	\$	122,826		\$	536,101				
Library Additional Funding Lighting	\$	41,372							
	\$	286,002							
Total Project Funding	\$ 1	1,077,974							
	_				•	_			
EXPENDITURES		tal Spent		Mat			ining/Shortfal		
Treffeisen (not Library Fund)	\$	462,703	\$347,026.95	· ·	15,675.65	\$	97,389		
Lighting Project	\$	330,837	\$165,418.33		65,418.33	\$	(44,835)		
Stimson	\$	192,301	\$144,226.05	\$	48,075	\$	(301)		
Construction Management	\$	33,250	\$-	\$	-	\$	-		
Templeton	\$	6,630							
Other Expenses	\$	1,240	\$ 620.00	\$	310	\$	-		
Total Spent	\$ 1	1,026,961	\$657,291.33	\$3	29,479.33	\$	52,253.00		
Balance	\$	51,013							

Park Phase 2: David Merzig has reviewed the contract and made suggestions. ULS was asked to make the suggested changes.

The first meeting with ULS and the Park Committee is scheduled for March 16 at 10:00 a.m. on Zoom.

Basement stairs: John and I discussed the stairs leading to the basement and discovered that there is insufficient head-room to change the slope of the stairs. John added a better handrail and stabilized the lower end to increase its safety.

Porch: a summary of the repairs needed for the front porch was compiled and will be used to get quotes that are more comparable.

LED lightbulb replacement: We have installed all of the new light bulbs in the building and will need to discard or recycle the old fluorescent tubes.

Sign: the quote for the preferred sign was \$10,300 but is much larger than we need (11 feet wide). I plan to set a more reasonable target and get another quote.

Elevator Entrance: I would like to add wallpaper to the elevator as part of the effort to improve the entrance through the elevator. It is expensive, but the walls are in poor condition and there is a residue where the large graphic used to be. I still do not have a quote to add tile to the floor but we'll have to wait for warmer weather before it can be installed anyway. The walls and exterior entryway have been painted and the doors will be painted in the spring.

The Friends of HML are funding newspaper racks, power stations, and end tables for the Reading Room.

A summary of NYSEG bills that includes usage and cost are available for review.

Programs

Children's programs are in full swing this month and include Tiny Tots Story Time, Preschool Story Time, Afternoon Adventures, Crafternoons, STEAM, and Teen Advisory Group. The adult programs in March include the Blind Date with a Book Discussion, Chunky Blanket Program, and the Black and White Photography Series. The VITA Tax Assistance Program is providing services at the library and it is well attended. It's great to have a volunteer group use the library for this service since the clerks field a lot of income tax questions. Setting up appointments for them offers a positive way to respond to the numerous questions we're asked.

<u>Other</u>

The logo has been reviewed and will be available for your review.

There was an incident in the library that required police assistance. The person was mentally unstable and made extremely threatening remarks to staff and patrons.

2023 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6346	6935											13281
*Circulation	6739	6088											12827
Computer Use	355	338											693

*Circulation does not include downloadable items.



			<u>Annual</u> Electricity	Gas Use -
Statement Date	Bi	ll Total	<u>Use - kwh</u>	therm
2013 TOTAL	\$	10,541.17	76231	2306
2014 TOTAL	\$	12,578.20	81469	2539
2015 TOTAL	\$	9,560.30	77156	2199
2016 TOTAL	\$	8,202.04	76974	1679
2017 TOTAL	\$	8,135.10	75478	1565
2018 TOTAL	\$	9,290.71	77048	1966
2019 TOTAL	\$	8,384.12	78100	2080
2020 TOTAL	\$	6,508.72	55430	2042
2021 TOTAL	\$	9,017.16	68451	1830
2022 TOTAL	\$	12,625.33	76557	1854



<u>Monthly</u> Electricity Use	Electricity Rate				
Avg	Avg				
6352.583333	\$	-			
6789.083333	\$	-			
6429.666667	\$	-			
6414.5	\$	-			
6289.833333	\$	0.05			
6420.666667	\$	0.05			
6508.333333	\$	0.04			
4619.166667	\$	0.04			
5704.25	\$	0.06			
6379.75	\$	0.11			