



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
10 July 2023
Minutes

Called to order: 3:03

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

Minutes

Glenda made a motion that was seconded by Diane to approve the 6-12-23 minutes after the addition of The Daily Star reporter presence. All in favor.

Director's Report

The report was reviewed.

Cary made a motion that was seconded by Diane to hire Webster Paving to repair, seal and repaint the driveway for \$4591 to be drawn from the Capital Fund. All in favor.

It was recommended that we reach out to Otsego Reuse Center to pick up the fluorescent bulbs and pay for them to be recycled.

Staff

Resolution;

Kristy made a motion that was seconded by Glenda to hire Brenda Balcom as part-time Sr. Account Clerk on a provisional basis. All in favor.

Other

Diane made a motion that was seconded by Glenda to restrict Ruth Allen's \$10,000 bequest to a building project. All in favor.

Electronic Resources: discussion was held about various strategies to increase the 4CLS collection. More information will be provided as the discussion with the Steering Committee continues.

Finances

Kristy made a motion that was seconded by Cary to approve payment of the bills. All in favor. The second quarterly report was reviewed that included the Revenue/Expense Report, the Capital Fund, the Restricted Accounts Summary, and the Donations Summary.

Diane made a motion that was seconded by Glenda to un-restrict the remaining \$4.00 in the D19 Fund. All in favor.

Next meeting is August 14 at 3:00 pm

Adjourned 4:31.



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Board of Trustees Meeting
10 July 2023
Agenda

- Call to order
- Review of 6-12-23 meeting minutes
- Director's Report
- Financial
- Other
 - Facility projects
 - Wowbrary
 - Ruth Allen donation
 - Better funding for electronic resources (Libby)
- Next meeting date/time
- Adjourn

Huntington Memorial Library
Director's Report
7-10-23

Facility

Park Phase 1: The state Parks Department has requested more information about the fact that so few of the elements in the grant application were actually completed. Michele Palmer is continuing to send final report documents that we hope will satisfy their goals. Replacement plants have not arrived yet.

Park Phase 2: The June 9th Ribbon-cutting and Reception was attended by 30 people. The mayor and the Chair of the Otsego County Chamber of Commerce gave speeches at the ribbon-cutting and Erin Maciel from ULS presented the Phase 2 concept design.

Porch: Steve Rowland indicated that a structural engineer should be consulted with as the first step of the project.

Driveway repair: companies have been called to provide quotes and we have one estimate at this time.

Company	phone number	date called	outcome	email	estimate
Webster paving	607-432-8550	5/10/2023	left message, estimator will call and set up a time		\$1250 to repair drain;
Fuller paving	607-764-8357	5/10/2023	left answering machine message seems to be a non functioning		\$2666 to seal cracks,\$675 to paint the stripes
Gifford paving	315-822-5254	5/10/2023	phone number said they don't take smaller jobs like this typically, but will have somebody reach out and/or take a quick look	jgifford18@yahoo.com	They do not do repairs or sealing
Cobleskill Stone Products	518-234-0221	5/10/2023			

LED bulbs: The fluorescent bulbs have been changed in the building and now they must be recycled. The last time we took bulbs to the county hazardous waste day, it cost about \$600.

We have many more bulbs this time. The Reuse Center and Otsego County charges \$.50/foot or \$2/bulb to drop them off. The county will give a \$100 subsidy.

Energy Costs: I've reported our high energy bills to the Public Service Commission and have not received a response. The library gets warmer during the summer than a typical residence due to a lot of people and technology in the building. The maintenance man reported that we don't have a fresh air intake in our HVAC and that it may help to reduce use of the air conditioning.

Fence: the fence post sleeves continue to drop below the top level. Oneonta Fence has been contacted to give a quote on affixing them with a bolt to the interior post.

Capital Fund: Ginny Lee pointed out that the city currently insures the library building and park. We currently hold insurance for the contents of the building and it may be a duplication. The current city insurance covers contents of all of the buildings which allows each building to use the total coverage in case of an event. I've been in discussion with the city insurance representative to investigate the issue and there may be more information in time for the Board meeting.

Staff

Resolution;

To hire Brenda Balcom as part-time Sr. Account Clerk on a provisional basis.

Programs

In June, the following programs were offered:

- Tiny Tots Storytimes
- Preschool Storytimes
- Afternoon Adventures
- Crafternoons
- Teen Advisory Group
- HML Writers Group
- Park Ribbon-cutting and Phase 2 Presentation Reception
- The Stories Behind the Stars – Oneonta's WWII Fallen
- A monthly Craft Club for adults (Sea Glass Suncatchers) – 2 were held because of popular demand
- Photography Workshop series
- Summer Reading Program Kick-off

The program staff will be meeting with Mayor Drnek to discuss ways he can collaborate since his platform is so closely aligned with the Summer Reading Program theme, Better Together.

The City Public Art Commission has invited me to present ideas for Art in the Park on July 12.

Wowbrary: HML is excited to offer the new Wowbrary service. HML buys many thousands of new books, movies, and CDs each year. Using Wowbrary, we will now offer weekly email alerts showing the newest books, DVDs, CDs, and audio books that we purchase each week. When a patron spots something of interest, they can click on the title, reserve it, and check it out at

their convenience. To get started and see what the emails look like, just visit www.wowbrary.org. You can unsubscribe from the weekly emails any time you wish.

Other

Ginny Lee reported that the current interest rates have resulted in the Capital Fund earning \$25,831.18 as of the end of May.

We received a check from Ruth Allen's estate for \$10,000. Would the Board like to use it in the general fund or restrict it for a special project?

Funding for electronic resources: 4CLS has convened the Steering Committee to strategize for ways to improve our collection. Our system is far behind others in the state for number of titles in the collection and annual expenses from member libraries that support the collection. We currently pay \$1645 annually for Overdrive/Libby based on 2% our print book expenses. The total amount contributed by member libraries is \$16,128. We're reviewing the impact of including other print expenditures to the formula with a goal of spending \$100,000 annually which more closely aligns with other library systems. This will impact some libraries much more than others but an increase to 10% of all print material expenditures would cost HML \$6299.

2023 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6346	6935	6956	6046	6937	6244							39464
*Circulation	6739	6088	7040	6266	6388	6735							39256
Computer Use	355	338	366	312	375	363							2109

**Circulation does not include downloadable items.*