



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
14 August 2023
Minutes

Called to order: 3:02

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

Minutes

Diane made a motion that was seconded by Cary to approve the 7-10-23 minutes. All in favor. Glenda abstained.

Director's Report

The report was reviewed.

Cary made a motion that was seconded by Diane to extend the shortened open hours until mid-October when the staffing situation can be reassessed. All in favor. Glenda abstained.

The Memorandum of Understanding with Milne Library at SUNY Oneonta was reviewed. Kristy made a motion that was seconded by Cary to approve the document. All in favor. Glenda abstained.

Staff

Kristy made a motion that was seconded by Cary to move Marcus from part-time library clerk to temporary full-time library clerk to help with staffing shortages. All in favor. Glenda abstained.

Other

The quote from Treffeisen to fix the broken light in the park for \$344.45 was accepted and Tina will contact them to repair it.

Tina reported that she won the raffle to attend the annual NYLA Conference at no charge.

Finances

Diane made a motion that was seconded by Cary to approve payment of the bills and the budget amendments. All in favor. Glenda abstained.

The Friends of HML are donating the funds to purchase a cash register for the front desk, shelf dividers, and to digitize the remaining city directories.

Next meeting is September 11 at 3:00 pm

Adjourned 4:13.

Board of Trustees Meeting 22 August 2023 Minutes

Called to order: 10:00

Present: Carolyn Austin, Glenda Bolton, Kristy Vander Werff, and Tina Winstead.

Glenda made a motion that was seconded by Kristy to approve the Photography Policy. All in favor.

Adjourned: 10: 15

Board of Trustees Meeting

14 August 2023

Agenda

- Call to order
- Review of 7-10-23 meeting minutes
- Director's Report
- Financial
- Other
- Next meeting date/time
- Adjourn

Huntington Memorial Library
Director's Report
8-14-23

Facility

Park Phase 1: I am expecting an estimate from Mt. Vision Garden Center to plant the edge of the park but there has been a delay.

Park Phase 2: The Park Committee met with the design consultants and reviewed the 60% plans.

Porch: PAC Sign plans to begin the porch project in September.

Driveway repair: Webster Paving repaired the driveway near the drain and will come back to complete the project later.

Bees nested under the porch and entered the Children's Rooms so an exterminator was called.

The tractor did not run well when Chris tried to mow so Cazenovia equipment was called to service it.

Both public toilets were out of service and one of them was repaired by our cleaner's father.

The other one was more challenging so we are calling to get estimates for a low-flow, more elevated toilet to replace it.

Park garbage can liners: the squirrels are eating the plastic bins in the new garbage cans. Victor Stanley has metal liners and quoted a price of \$742 for four liners and the cost of shipping.

Staff

Discussion will be held in Executive Session.

Chris Brashear agreed to help with maintenance on a part-time, temporary basis. We need a motion to accept this.

Interviews were held for two part-time library clerks. Please approve the hiring of Brittany Armstrong and Valarie Adams.

Electronic Resources

The proposed increase to Libby/Overdrive was brought to the Directors meeting and a vote will be held later this month. It is proposed that we increase payments over the next three years to \$3779, then \$4409, then \$5039. It is our goal to reach \$100,000 per year in investing in our digital resources. This should provide a better service to our patrons and allows us to join reciprocal lending collaborations with other systems in the state.

2023	System	Members	Total	Usage 2022
4CLS	\$17,000	\$16,000	\$33,000	83,001
Southern Tier	10,000	\$129,842	\$139,842	207,384
Chautauqua-Cattaraugus	\$5000	\$108,876	\$113,876	153,205
Mid York	\$20,000	\$110,000	\$130,000	194,507
Finger Lakes	\$25,000	\$131,176	\$156,176	210,700

Programs

In August, the Summer Reading Program was wrapped up. The Adult Summer Reading Program had 239 people participate in the Reading Raffle. They read 1273 books! Some logged books on the Beanstack app and others dropped off raffle tickets when they returned their books. We also continued our monthly Craft Club and have seen a lot of enthusiastic crafters. This summer, they got to learn painting techniques on stoneware and how to dye fabric totes. Our regular Writers Group met throughout the month of July. All together, we held nine programs with ninety-seven attendees.

The youth program was broken down into three age levels: Let's Read Together (0-5), I Love to Read (6-11), and Teens Love Reading Too (12-19). In total, 204 youth participated and read 2055 books! Included in Beanstack was a list of activities that youth could participate in to earn points. Two hundred and six activities were completed this summer and 49 programs were held with 802 attendees.

August Programs (all programs are on hiatus beginning August 12)

- Tiny Tots Storytimes
- Preschool Storytimes
- Adventures in Reading program twice weekly
- Early Literacy Storytimes
- Hartwick College Ocean Expedition
- All About Ticks - Otsego County Public Health
- OWL @ HML Cultural Exchange Program (3 programs)
- Crafternoons
- Teen Advisory Group
- HML Writers Group
- A monthly Craft Club for adults (Tie Dye Tote Bag and a Stoneware Painting Program)
- Summer Awards Party
- Activity Table at Muller Plaza

Other

Art Trust Collaboration: Art books were selected to be shelved at Milne Library and an organizational library card has been created for them. The loan period will be for 12 months and a renewal will be included so they will not automatically renew at that time.

4CLS has upgraded our network switches.

A new Photography Policy was drafted and approved at a special meeting on August 22.

The policy page of the website was edited to make it simpler for patrons to access the information.

2023 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6346	6935	6956	6046	6937	6244	5854	5951					51269
*Circulation	6739	6088	7040	6266	6388	6735	8195	8202					55653
Computer Use	355	338	366	312	375	363	411	423					2943

**Circulation does not include downloadable items.*

**Art Book Collection
Memorandum of Understanding
Between
Huntington Memorial Library
and
Milne Library, SUNY Oneonta**

Background

John Van Steenberg, former resident of Oneonta, generously endowed the Huntington Memorial Library with an Art Trust to fund the purchase of art and art history books. His gift is a legacy to the Oneonta community and will insure increased access and exposure to quality art materials.

Partner Organizations

The Huntington Memorial Library is a public library chartered to serve the City of Oneonta but actually serving areas within the county. Milne Library is the primary library at SUNY Oneonta and community members are free to utilize its resources.

Purpose

In support of Van Steenberg's gift, the purpose of this agreement is to expand access to a wider audience by housing the Art Collection in both of the largest libraries in the greater Oneonta area/Otsego County with the goal of fostering and serving our shared community and increasing use and circulation of the collection. The shared Art Collection benefits HML by expanding the reach of the collection, and benefits Milne Library by increasing the number of art books in their library for community, student, faculty and staff use.

Roles and Responsibilities

Huntington Memorial Library (HML) will order and purchase books with the Van Steenberg Trust funds. Selection will be a collaborative effort between HML, Milne Library and the SUNY Oneonta Art Galleries.

Both libraries and the art galleries have agency and prerogative in preparing displays and delivering educational, interpretive and contextual programming utilizing collection items.

The directors of each library and art galleries have joint authority over marketing and promoting the shared collection.

Each library will process and catalog the books in a manner that adheres to their established protocols and will bear the associated costs. Books will be restored to their original condition of processing labels before being returned to HML.

Each library will provide responsible care and stewardship in handling and circulating collection items. Replacing or repairing lost or damaged items will be the responsibility of the library circulating the item.

Transportation will be shared equitably between the libraries. At time of pick-up the housing library will provide circulation and other use statistics to the owning library to assess the effectiveness of the collaboration.

Timeframe

Beginning in the summer of 2023, HML art books will be housed at Milne Library for a duration of 12 months.

Governance & Operations

The project will be overseen by the directors of each library. HML owns the collection but the library that houses specific books will be responsible for their care and for collecting replacement costs in the event of a lost or damaged copy.

Dissolution

This agreement can be dissolved at any time by either party and the Art Book Collection will be returned to the Huntington Memorial Library within 30 days.

Reviewing and Amending the MOU

This MOU will be reviewed by governing bodies on an annual basis.