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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
13 December 2023  
Minutes

Called to order: 3:33

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 11-8-23 minutes with the correct Next Meeting date. All in favor.

Director's Report

The report was reviewed.

The Board decided that PAC Sign should be terminated for due to extreme and unacceptable delays. They asked Tina to call Dave Merzig for advice on proper termination procedures.

Tree removal estimates were reviewed. Cary made a motion that was seconded by Glenda to hire ETS to remove 21 trees and to grind stumps for \$15,975. There was question about the need to completely remove rather than trim the three trees in the upper park along the fence line. The motion was tabled until the next meeting. Tina was asked to talk to ETS to see if the three trees along the fence in the upper park could just be trimmed instead of removed.

Tree planting: only 2 quotes were received for tree/shrub planting after months of solicitation. The Board requested that Sweet Meadow be solicited for a third quote.

Staff: Kristy made a motion that was seconded by Diane to approve Donna Foote as the Children's Coordinator on a probationary basis. All in favor.

Programs in 2024 will have an emphasis on books and will be a group effort between the program staff, Circulation Supervisor, and Library Director.

Website: new forms to reserve the park, meeting rooms, and the volunteer application were reviewed. They are more user-friendly and some verbiage has been improved without changing

the intention of the policies. Grammatical changes to the Meeting Room Policy were suggested by Cary. Diane made a motion that was seconded by Kristy to approve all three policies with the amendment. All in favor

#### Financial

Diane made a motion that was seconded by Cary to approve payment of bills. All in favor.

#### Other

New Trustee: Cary made a motion that was seconded by Glenda to invite Susan Kenny to serve on the Board beginning in January of 2024. All in favor. Carolyn will submit the nominee to the mayor and Cary will contact Susan with the invitation.

Tech Replacement Plan: scheduled replacements have been ordered with a reduction in total public laptops since the demand is low.

The Annual Investment Review was received from Nottingham Trust. Tina will return the signed document.

Kristy nominated and Cary seconded the following slate of officers: Diane as President and Glenda as Vice President. All in favor.

Next meeting is January 10 at 3:30 pm

Adjourned 5:14.

Board of Trustees Meeting  
13 December 2023  
Agenda

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- Call to order
- Review of 11-8-23 meeting minutes
- Director's Report
  - Executive session
- Financial
- Other
  - New Trustee nominations
- Next meeting date/time
- Adjourn

Huntington Memorial Library  
Director's Report  
12-13-23

Facility

Park Phase 2: the final Bid Manual was reviewed December 7 and will be sent to OPRHP for approval. A great deal of time was spent reviewing and making changes to the documents and our grant administrator has been a good resource. Many thanks to the Park Committee, Glenda and Kristy for participating.

Porch: little progress has been made on the front porch. Jeff at PACSigns has been made aware of the problem and has been asked to find a new crew. The following dates are those in which I contacted Jeff and the responses I received.

Oct. 2: crew had sickness and schedule conflict

Oct. 24: apparently a weather/schedule issue. Will return on the 26th

Oct. 26: no show. They said they had an emergency

Oct. 27: explained that the lack of work was due to losing their workforce. They then worked through Nov. 9 and worked very few days the rest of the month.

Dec. 1: no-show again. I asked Jeff at PACSigns to ask him to find another crew. He said they will work on the weekend and all next week so they'll be substantially finished by end of week.

Dec. 4: they still haven't shown up to work but emailed that they are working on restoring the spindles in their shop. They said they would work until the end of the weekend uninterrupted.

Dec. 6: no sign of them or any additional work. Jeff was called and told that he needs to find a new crew to finish the work and that I'll touch base with him on Monday Dec. 11.

Tree Removal Quotes: we have received 3 quotes for tree removal and the comparison spreadsheet is attached for your review. The process has also educated us about the health of other trees in the park. Instead of 1 dead hemlock by the sledding hill, there are 2. You may remember that we had an arborist look at the fungus at the bottom of the oak tree a few years ago. The oak tree in the oval in the upper park may be infected with *Armillaria mellea*, a fungus that kills the roots. The most positive sign of infection is honey colored mushrooms at the base of the tree near the soil line. Silver Maples (we have 2 in the upper park) are considered nuisance trees and 95% of municipalities won't plant them. Ours are in risky places but one of them could be cabled to avoid breaking onto neighboring homes. There is also a beautiful maple in the picnic area that has been girdled by its own roots and was very obviously dead this year.

Rivers' Edge Tree planting: At this time, we have 2 estimate for new planting. Maple Ridge Organics quoted a price of \$15,440 and Mt. Vision Garden Center quoted a price of \$19,300. This planting will have to happen in the spring since the quotes were received so late in the year. It will have to be coordinated with the Phase 2 Park Project.

Staff

Interviews were held for a part-time library clerk. Both applicants turned down the offer which depleted the Civil Service List of Eligibles. Interviews are being conducted to hire a part-time

Clerk which is a position that is not competitive and therefore doesn't have a test to create a list of potential hires.

I'm pleased to announce that Donna Foote scored a 100 on the Library Assistant exam so we need a motion to hire her as our Children's Coordinator on a permanent, probationary basis.

Interviews for the Building Maintenance Mechanic were held last week. Five people applied and as of Dec. 8, 3 responded for requests for interviews.

Joe Temming, HR Director of the City of Oneonta provided more information about the new health insurance plan to library staff. The new plan is a high deductible plan that includes a debit card for healthcare costs that are incurred as part of the deductible. During this session, we learned that dental coverage may be an option for the library. I will be pursuing more information in the coming year.

### Programs

#### November Programs

- Baby & Toddler Story times
- Preschool Story times
- Early Literacy Story times
- Homeschool Group
- Teens Can Make It craft program was offered
- HML Writers Group
- Monthly Craft Club for adults (Chunky Blankets)
- HML Yarn Club (twice monthly)
- Tech Talk Programs have begun. 4CLS 101 and QR Codes Demystified were offered last month
- Can NY Combat Climate Change without Destroying Communities? was presented by Dennis Higgins and Keith Schue. Kevin Shultz has agreed to present a rebuttal in the near future.
- Paint & Sip

End of the year program debriefing was held and the program staff will summarize their statistics in preparation of the NYS Annual Report. The adult monthly Craft Club has been the most popular program series and the Pumpkin Glow was the best attended program of the year. In Youth programming, the Tiny Tots/Baby & Toddler Story time and Early Literacy Story Times have consistently been the best attended. The Summer Reading Program Kick-off Event was the best attended single program for youth.

Ariel will be providing classes for the Gathering Place, the new senior center.

### Other

A Meet & Greet for the Staff, Trustees, and Friends Board members is scheduled for December 15 at 3:00.

The website has been updated with user friendly forms for reservations that replace the previous forms that had to be printed, completed, then brought to the library. The online form language was slightly modified so it should be approved by the Board even though there have been no substantive changes. Copies of the forms are attached for your reference.

Patrons can again make Tech appointments on our website or by calling the library. Either Ariel or Alex will handle the requests.

A new microfilm scanner has been purchased to replace the ViewScan 1 with a ViewScan 4. The old machine would not interface with Windows 10 computers and was running very slowly.

Tina, Donna, and Ariel attended the New York Library Association Conference in early November. Tina's conference registration was covered by NYLA this year.

All of our Oneonta City Directories have been digitized and can be found on our website. This second round of digitization was funded by the Friends of HML.

A new Trustee Handbook is available!

## **2023 Statistics**

<b>STATISTICS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	<b>TOTAL</b>
Patron Count	6346	6935	6956	6046	6937	6244	5854	5951	4862	4499	4507		<b>65137</b>
*Circulation	6739	6088	7040	6266	6388	6735	8195	8202	6652	6226	6124		<b>74655</b>
Computer Use	355	338	366	312	375	363	411	423	327	316	353		<b>3939</b>

*\*Circulation does not include downloadable items.*

# Tree Removal Quotes

	<u>Town &amp; Country</u>	<u>ETS</u>	<u>Frank's Tree Service</u>
<b><u>Trimming</u></b>			
	inc w/ silver	\$	\$
Oak in oval section	map	100.00	100.00
	\$	\$	
silver maples	1,400.00	400.00	
	\$		
hemlock with lightening damage	450.00		

	<u>Town &amp; Country</u>	<u>ETS</u>	<u>Frank's Tree Service</u>
<b><u>Removal</u></b>			
	\$	\$	\$
10 cedars	2,000.00	5,050.00	6,000.00
	\$		\$
2 firs	2,500.00		3,500.00
	\$		\$
2 spruce	1,150.00		3,000.00
	\$	\$	\$
3 by fence in upper park	2,400.00	2,800.00	4,500.00
	\$	\$	\$
sugar maple in picnic area	800.00	900.00	1,200.00
	\$	\$	\$
dead spruce on hill	1,100.00	800.00	2,000.00
	\$	\$	\$
dead hemlock on sledding hill (2)	700.00	1,000.00	2,200.00
		\$	
Fuel charge/hauling/chipping		500.00	
	\$	\$	\$
<b>SUBTOTAL</b>	<b>12,500.00</b>	<b>11,550.00</b>	<b>22,500.00</b>
	\$	\$	\$
Stump grinding	5,000.00	4,925.00	5,000.00
	\$	\$	\$
<b>TOTAL</b>	<b>17,500.00</b>	<b>16,475.00</b>	<b>27,500.00</b>