



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
10 January 2024
Minutes

Called to order: 3:32

Present: Diane Aaronson, Glenda Bolton, Cary Brunswick, Susan Kenny, Kristy Vander Werff (online), and Tina Winstead.

Guest: Erik Sifuentes from ETS Tree Care

Erik gave an overview of the trees in Huntington Park. He stated that Norway Maples are typically banned from planting by most municipalities. The three by the fence in the upper park are in poor condition and at least one already has carpenter ants. Silver Maples typically only live for 70-80 years and the two on our property are about that old. We should expect to see more branches falling and trunks splitting. We incurred a cost of more than \$1000 to repair the lamppost that one of the branches fell on in the fall of 2023. The Sugar Maple by Dietz and Wall parking lot is diseased and given its proximity to cars, could pose a hazard. The smaller oak tree in the lower park and the one in the Overlook area of the upper park should be watched since there is evidence of disease.

Cary reactivated the motion to hire ETS for \$15,975 for tree removal and trimming funded by the Dewar Donation (\$12,000) and the Fund Balance. The motion carried with 3 yes, 1 no, and 1 abstained.

Minutes

Cary requested that the December 2023 Minutes be changed as follows:

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.

Glenda made a motion that was seconded by Cary to approve the 12-13-23 minutes with the correction. Kristy abstained. All others in favor.

Director's Report

The report was reviewed.

Glenda made a motion that was seconded by Cary to approve the hiring of Nate Francisco as Building Maintenance Mechanic and Peter Sostarich as part-time Clerk. Kristy abstained. All others in favor.

The accomplishments in 2023 were reviewed.

Financial

Cary made a motion that was seconded by Glenda to approve payment of bills. The motion carried with 3 yes and 2 abstained.

Next meeting is February 14 at 3:30 pm

Adjourned 5:30.

Board of Trustees Meeting

10 January 2024

Agenda

- Call to order
- Erik from ETS Tree Care will visit to discuss the removal of dead trees
- Review of 12-13-23 meeting minutes
- Director's Report
- Financial
- Other
- Next meeting date/time
- Adjourn

Huntington Memorial Library
Director's Report
1-10-24

Facility

Park Phase 2: the Bid Manual was reviewed by Sunshine Jenkins at OPRHP. She responded that we are no longer required to meet the goal of 30% MWBE firms for this project but must still provide evidence of a good faith effort. We will complete a solicitation log as proof. She also provided us with an updated Attachment A-1 which lists the Agency's specific terms and conditions for the contractor. The most impactful feedback was that the Description of Work in the bid manual included storm water management and drainage improvements which is not in our contract. After meeting with the design team, we have re-labeled the design to carefully match the contract and it will be re-submitted this week.

The cost estimates for the project exceeded the grant fund so the library committee and the design team strategized ways the project could be modified without too much impact on the existing plan. I believe we are more in-line with the budget at this point.

Porch: Dave Merzig advised me to end the contract with PAC by writing them a letter since the Board had already given instruction to cancel the contract. Currently, I've requested that a city code officer inspect the work to determine if it would pass inspection.

Staff

New employees:

Please approve the hiring of Nate Francisco as Building Maintenance Mechanic and Peter Sostarich as part-time Clerk.

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	4862	4499	4507	4365	69502
*Circulation	6739	6088	7040	6266	6388	6735	8195	8202	6652	6226	6124	5547	80202
Computer Use	355	338	366	312	375	363	411	423	327	316	353	375	4314

**Circulation does not include downloadable items.*

Accomplishments in 2023

The year was kicked off by interviewing landscape architects for the EPF grant for Phase 2 of the Huntington Park Project. A firm was selected to design the plan and the year was spent revising and developing the design.

The Front Porch Project was initiated but was unfinished at year-end.

The hemlock trees in the park were treated for woolly adelgid and should be treated again in 5 years.

Quotes were requested to plant shrubs and trees along the River's Edge.

Quotes were requested to remove dead trees in the park.

A Pomeroy Historic marker will be placed on library property thanks to GOHS.

The library was awarded its second Property of Merit in the Institutional category.

Three Picnic tables were installed in the park (there's one left to go).

Interviewed, Hired, Trained

1. Children's Coordinator
2. Program Librarian
3. Account Clerk
4. 2 Library Clerks

An Art Book Partnership with Milne Library was developed and launched with the goal of sharing John Van Steenberg's generous bequest to purchase books about art and art history in honor of his Aunt Erma Schiller to the wider community.

Met with Senator Oberacker to advocate for libraries and to share challenges.

Conducted adult programs in the absence of an adult program librarian. Then resumed early literacy programs and adult digital literacy programs as staff were hired.

Worked with other arts and culture organizations to discuss the idea of forming a collaborative group with the goal of pooling resources for marketing to increase visibility.

Collaborated with other organizations:

- O.W.L.
- OFO's Head Start
- CANO
- Destination Oneonta
- ARC Otsego
- Hartwick VITA

- Visions Credit Union
- Rotary Club
- Otsego County Public Health
- Otsego County Conservation Association
- Village Library of Morris

Received \$65,073.41 in outside funding:

- Donations and Gifts=\$2014.96
- Restricted Donations=\$44,376.43
- State Grants and Aid=\$18,682.02

Saved money when it was discovered that the city's property insurance also includes the contents of the building so we cancelled the insurance duplication.

Attended the NYLA Open House and won a free conference registration.

Worked with the 4CLS Steering Committee to expand our electronic resources collection.

The logo and branding scheme were updated.

Policies were reviewed and/or updated

- Camera Policy
- Room Reservation Policy
- Park Reservation Policy
- Patron Registration Policy
- 3D Printing Policy
- Wireless Internet Connection Policy

The website was updated to include user-friendly forms and to incorporate the new branding scheme.

Participated in the 4CLS Road Trip. We had 110 total visitors at HML; 38 people began their trip with us; and we gave 14 prizes.

Returned to normal hours after operating at reduced hours between July 10 and November 13.

Our first wedding was held at the library!

Installed Reboot Restore, a new software to protect patron's privacy on the public computers.

Six new laptops were added to our computer lab thanks to ARPA funds at 4CLS.

A new self-serve all-in-one fax, copy, and printer was added.

The microfilm machine was replaced with a new version.

Digitized the OHS Yearbooks and the remaining City Directories that are on microfilm.

Created a Library of Things Collection.

A wonderful crew of volunteers assisted during our larger events.