

### 62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting 14 February 2024 Minutes

Called to order: 3:32

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

#### **Minutes**

Cary made a motion that was seconded by Glenda to approve the 1-10-24 Minutes. All in favor.

<u>Director's Report</u> The report was reviewed.

The quotes for planting trees and shrubs along the "river's edge" of the park were reviewed. Kristy made a motion that was seconded by Cary to hire Maple Ridge Organics for \$15,440. All in favor.

Glenda made a motion that was seconded by Susan to hire Leland Hoag to rebuild the front porch and to make it structurally sound. All in favor.

#### <u>Other</u>

NYS Annual Report was reviewed. Glenda made a motion that was seconded by Kristy to approve the report as presented. All in favor.

The 2024 Library Board meetings will be held on the second Wednesday of each month at 3:30.

#### <u>Financial</u>

Cary made a motion that was seconded by Susan to approve payment of bills and the 2023 budget transfers. All in favor.

Next meeting is March 13 at 3:30 pm

Adjourned 5:30.



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# Board of Trustees Meeting 14 February 2024 Agenda

- Call to order
- Review of 1-10-23 meeting minutes
- Director's Report
- Financial
- Other
  - NYS Annual Report
  - Set meeting dates for the year
- Next meeting date/time
- Adjourn

# Huntington Memorial Library Director's Report 2-14-24

## **Facility**

Park Phase 2: The bid manual was approved by NYS OPRHP and was advertised beginning on January 26. Last week, thirteen companies had requested the manual but some of them are more than likely interested in being subcontractors. The Pre-bid meeting was held on February 9 and three people attended. The deadline to submit a bid is February 22 at 2:00 at which time there will be a public opening of the bids at the library. The Board is invited.

Planting the Rivers Edge: Estimates have been received from 3 landscape architects and the summary is attached for your review. \$15,440 was donated by anonymous donors for this project.

Porch: an agreement has been signed with Leland Hoag and proof of insurance has been provided.

Staircase in the library: Nate has taken apart the base of the spindles on the handrail to add more support. He plans to work on the newel post and the connection to the wall on the second floor but the handrail is already much more secure.

Tree removal: ETS Tree Care will begin removal of the trees on February 16.

## Programs

February is National Library Lovers Month and we are holding the traditional Blind Date with a book Program. We're also doing a fund raiser for the hand-knitted lap blanket that was donated and made by Brenda Balcom. The drawing will be held on the morning of February 14.

Adult programs

- HML Yarn Club, biweekly
- Craft Club Coptic Stitch Book Binding
- Tech Talk Beanstack App
- Tech Talk Cyber Security Basics
- Python Programming
- HML Writers Group, weekly
- Genealogy Workshop
- Show & Tell Book Club, monthly

Youth programs

- Homeschool Group, weekly
- Minecraft Hangout, weekly
- Minecraft Club
- Baby & Toddler Story Time, weekly
- Preschool Story Time, weekly

- Early Literacy Story Time, weekly
- STEAM Get Your Ozobots to go through a maze

<u>Staff</u> Executive Session

#### NYS Annual Report Review

We will review the statistics for library usage at the meeting. If the Board accepts the report, I will submit it to the state.

### <u>Other</u>

Collaborative Literary Festival – SUNY O, Hartwick College and the library are collaborating to provide a weekend of activities that are related to literature. The library is organizing an author fair to be held at Roots Public Social Club and will be hosting Willy Paloma Slam Workshop. Details are forthcoming.

We are investigating getting a credit card on the state contract that will charge less in fines.

The website was not showing our open hours on mobile devices and Directive has changed site to display the hours near the top of the page.

After talking to our Ingram rep at NYLA, I connected with one of their collection development specialists and we now have a list of books about art and art history to select from each year.

The van Steenberg Art Collection Collaboration: the HML Collection has been shared with Milne Library and are on display. Darren Chase, Director of Milne Library, sent a copy of their signage which is attached for your review.

Local History: We are gathering news articles from the time when Henry Huntington offered his family home to the City to use as a park and library. It will be a nice story to read by the community and will be posted on our website.

Donations this year include funds to remove trees, plant trees, programs, and other for a total of \$32,630 in restricted donations and \$3500 in general donations. The Friends of HML have also donated funds to purchase a fireproof file cabinet, a children's area rug, notecards, and electronic resources.

The new microfilm machine wasn't focusing well, so after numerous attempts to fix it, a technical specialist from STimaging was able to remote in and recalibrate the camera.

## 2024 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	5268												
*Circulation	6538												
Computer Use	367												

\*Circulation does not include downloadable items.