



---

62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
8 May 2024  
Minutes

Called to order: 3:32

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

Minutes

Susan made a motion that was seconded by Glenda to approve the 4-10-24 Minutes. All in favor.

Director's Report

The report was reviewed.

Tina added that someone drove a car into the picnic table in the park. Costs have been submitted to their insurance company and we are waiting for reimbursement.

Other

Chester Bassett III wrote a letter thanking the library for the acquisition of a handheld video magnifier to assist visually impaired individuals with reading accessibility. It was recently added to our circulating Library of Things for which he was very appreciative. The unit came from South Central Regional Library Council so the letter will be shared with them.

RFP for Architectural Services: the RFP was discussed and changes were recommended. Tina will email the Board with the changes and the process will be reviewed at the next meeting.

The 4CLS Annual meeting is scheduled for June 3 at the Afton River Club. Please let Tina know by May 30 if you would like to attend.

Funding was received from the Friends of HML to assist with the Circulation Room rearrangement. The goal is to provide a barrier from the front desk to the desk in the back of the room so that the supervisor can be on-hand and the job of handling the Interlibrary Loan deliveries can take place without interruption.

Financial

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

Next meeting is June 12 at 3:30 pm

Adjourned 4:54.



---

62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
8 May 2024  
Agenda

- Call to order
- Review of 4-10-24 meeting minutes
- Director's Report
- Other
  - RFP for Building Project
- Financial
- Next meeting date/time
- Adjourn

Huntington Memorial Library  
Director's Report  
5-8-24

Facility

Park Phase 2: after numerous meetings with the Board Park Committee, the design team, and the low bidder, an agreement was reached to remove the water features from the design in order to stay within the grant's budget. Eastman provided proof of insurances, a vendor responsibility questionnaire, and a signed contract that were sent to Sunshine Jenkins, the OPRHP grants administrator, for review. She quickly responded that the materials met the requirements of the grant and that I could sign the contract. It has been signed and sent to the contractor and design team along with the resolution passed by the Library Board at the beginning of the grant process.

Tree removal: the stumps have been ground and the project completed.

Tree re-planting: trees/shrubs/grasses that did not survive for one year after planting during the Phase 1 Park Project have been re-planted. Grasses were substituted for the oak leaf hydrangeas since the deer annihilated them.

New tree planting: trees and shrubs were planted with grant money. The project included 6 River Birch, 1 Sugar Maple, 2 Bradford Pears, 2 Redbud, and 20 Miss Kim Lilacs.

A Request for Proposals for an architect firm to assist with building improvements is attached for review and discussion.

Library Construction Aid: a letter of intent for a construction project is due on June 7. I suggest that we get estimates for finishing the restoration of the front of the house.

Programs

Adult programs

- HML Yarn Club, biweekly
- Craft Club – Jewelry Making
- Tech Talk – Hoopla 101
- Tech Talk – Libby App 101
- HML Writers Group, weekly
- Genealogy Group – biweekly
- Show & Tell Book Club, monthly
- Solar Eclipse
- Money Skills: Budgeting
- Healthy on a Budget: Whole Grains
- Quiet Cat Cafe

Youth programs

- Homeschool Hangout, weekly

- Minecraft Hangout, weekly
- Minecraft Club Winter Session
- Baby & Toddler Story Time, weekly
- Preschool Story Time, weekly
- Early Literacy Story Time, weekly
- Kids Can Code – Create a Story
- Kids Can Code -- Create a World
- STEAM -- Circuit Card Art
- Raven Steals the Sun, Native American Story-teller

### Other

National Volunteer Week: thank you cards were sent to our invaluable volunteers. I'm very appreciative that our current staff members are inviting volunteers to help expand our capacity.

Staff were assigned a webinar on de-escalation training and a meeting was held to review and practice. Customer service training will be the focus in the coming month.

The state budget was friendlier than usual to libraries. Thank you for reaching out to our legislators!

Library Aid: \$103.852

+\$1.725M increase from Executive

+\$4.252M increase from FY 2024

Library Construction: \$44M

+\$10M increase from Executive

+\$10M increase from FY 2024

Patron registration procedure and forms were updated and posted.

Princh Printing is a product that allows patrons to print directly from their devices. We get about two requests each day and typically, patrons email the documents to the library. I'm not comfortable having sensitive documentation sent to library computers and this offers a completely private way to print.

The Huntington Home Pomeroy Historical marker has been delivered to the Greater Oneonta Historical Society.

Electronic Resources: In April, I selected the Libby purchases with another Library Director. As you know, this year, we're investing more funds to improve our collection. Going forward, we will be able to set up a Huntington account that restricts our purchases (outside of the agreement with 4CLS) to our patrons for a short time. Hoopla is gaining in popularity and since expenses exceeds our planned budget, it may be a good alternative.

## **2024 Statistics**

<b>STATISTICS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	<b>TOTAL</b>
Patron Count	5268	6604	8062	9693									
*Circulation	6538	6245	6529	6624									
Computer Use	367	379	413	389									

*\*Circulation does not include downloadable items.*