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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
13 March 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 2-14-24 Minutes. All in favor.

#### Director's Report

The report was reviewed.

Tina remarked that the cedars/firs that were cut at a height of about 6 feet are intended to be used to create whimsical elements on the Hillside Scramble as part of Phase 2 of the Park Project.

#### Other

The Behavior Policy was reviewed and editions were made. Susan made a motion to approve the policy as revised that was seconded by Cary. All in favor.

Kristy made a motion that was seconded by Glenda to have ETS Tree Care remove the fallen cedar for \$350. All in favor.

Tina reported that the empty property on Church Street is for sale. She will follow up with the realtor to find out the asking price.

#### Financial

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

Next meeting is April 10 at 3:30 pm

Adjourned 4:40.



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Board of Trustees Meeting  
13 March 2024  
Agenda

- Call to order
- Review of 2-14-24 meeting minutes
- Director's Report
- Financial
- Other
- Next meeting date/time
- Adjourn

# Huntington Memorial Library

## Director's Report

3-13-24

### Facility

Park Phase 2: The Pre-bid meeting was held on February 9 and three people attended. The bids were opened on February 22 at 2:00. Maple Ridge Organics bid \$802,821, Bolands Topsoil bid \$773,000, and Eastman Associates bid \$697,000. The design team is currently in discussion with the low bidder to see if they can make modifications to their bid that will bring them closer to our construction budget of \$560,000.

Tree removal: ETS Tree Care began the removal of the trees on February 16 and were finished by the 19th. When the ground thaws, they will return to grind the stumps. You may have noticed that 3 trees were cut at about 6 feet high. We plan to incorporate them into the Hillside Scramble area by creating whimsical designs with them.

### Programs

#### Adult programs

- HML Yarn Club, biweekly
- Craft Club – Paper Snowflakes
- Tech Talk – Hoopla 101
- Tech Talk – Libby App 101
- Python Programming
- HML Writers Group, weekly
- Genealogy Group – this is a new group that will be meeting twice weekly with some support from our staff.
- Show & Tell Book Club, monthly

#### Youth programs

- Homeschool Group, weekly
- Minecraft Hangout, weekly
- Minecraft Club Winter Session
- Baby & Toddler Story Time, weekly
- Preschool Story Time, weekly
- Early Literacy Story Time, weekly
- STEAM – Sphero Obstacle Course
- Winter Break STEAM Week – The Ozobot and the Bee, Lego Maze Runner, Conversation Heart Catapult, and Minecraft Special

## Other

We have completed the paperwork to set up a JP Morgan credit card on the state contract. There are no late fees or fines and it is attached to the City of Oneonta's account since we use their FEIN. The card should be coming soon.

Three additional security cameras will be installed on the exterior of the building allowing for more complete surveillance of the property.

Friends of HML donated \$5200. The youth and adult programs each received \$1000. We will be purchasing another fireproof file cabinet for approximately \$1600, a new rug for the Children's Area for \$400, additional e-resources for \$1000, and more cards with our logo for \$200.

Writer's Fest: I continue to work as part of a sub-committee to organize an Author Expo in October.

I was selected to judge CANO's Chili Bowl. It was a great community event and the chili was mostly good.

Art installation: Madeline Silber received grant money to hold a public art show. Her drawings have been installed in the Community Room and a Closing Reception will be held on March 20, 5:00-6:30. Maddy will give a short author talk and will sign purchased copies of her show catalog.

The hard drive that contains our digitized material (found on our website) will be sent to NY Heritage and New York Historic Newspapers to post on their websites.

NYS Annual Report changes:

Website hits - Views should be used instead of Users so the correct amount is 34,138

Open Hours - 2608

## **2024 Statistics**

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

*\*Circulation does not include downloadable items.*

# Behavior Policy

## Huntington Memorial Library

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**ANY behavior that disrupts the normal functioning of the library and park is prohibited**

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The public library is a shared resource for the entire community. All library staff are responsible for maintaining a pleasant atmosphere for patrons in the Library and Park. The intent of this policy is to insure that the library provides a safe environment free from psychological and emotional abuse, violence, threats of violence, harassment, intimidation and other disruptive behaviors. Library users are expected to be considerate of others, respect the facility, equipment and materials, be responsible for their personal belongings, and to follow reasonable staff direction. Groups and organizations may not use the library and park without permission from the Director.

Any patron who violates the Behavior Policy will be asked to stop the behavior, followed by a request to leave the property if they don't stop, then told that the police will be called if they don't leave. Violent, threatening, or harassing behaviors are cause for immediate expulsion from library property. Patrons may be banned from the premises with the following sequence of progression. An Incident Report will be kept on file.

- 1<sup>st</sup> infraction: verbal warning.
- 2<sup>nd</sup> infraction: 6 month suspension of library privileges.
- 3<sup>rd</sup> infraction: complete ban of library privileges.

Illegal activities will be reported to the police (including defacing or mutilating library and park property, harassment or threats).

Violators of these rules who refuse to leave the Library property when requested and those that have been banned are subject to arrest under the Criminal Trespass section of the New York State Penal Law.

No person shall:

- Commit or attempt to commit any activity that constitutes a violation of federal, state, or local criminal statute or ordinance.
- Engage in disruptive, disorderly or unsafe conduct.
- Threaten, harass, harm or violate the rights of library users, the public, and/or staff.
- Interfere with others' use of the library and park.
- Campaign, petition, solicit or proselytize for any cause.
- Obstruct access to the library, park, parking lot, or within the library.
- Use the library building and park when intoxicated or to sleep.

Examples of prohibited behaviors include but are not limited to:

- Loud or boisterous conversations, including foul language or playing loud music or videos.
- Exhibiting behavior not consistent with the normal range of socially accepted behavior.
- Leaving garbage in the library and park.
- Initiating physical or verbal abuse of any kind towards library staff, patrons, or the public.
- Dressing inappropriately, including absence of shirts, shoes, or other necessary clothing.
- Using tobacco and any smoking device.
- Exhibiting poor physical hygiene with an offensive odor.