



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
12 June 2024
Agenda

- Call to order
- Review of 5-8-24 meeting minutes
- Summer Reading Program Presentation
- Director's Report
- Other
 - RFP for Building Project
- Financial
- Next meeting date/time
- Adjourn



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Board of Trustees Meeting
12 June 2024
Minutes

Called to order: 3:32

Present: Diane Aaronson, Glenda Bolton, Cary Brunswick, Susan Kenny, and Tina Winstead.
Guests: Ariel Turrigiano, Donna Foote

Summer Reading Program 2024

Ariel and Donna provided an overview of the programs they will be offering this summer. They asked for volunteers to help at the Kick-off event, and Glenda Bolton offered.

Minutes

Cary made a motion that was seconded by Glenda to approve the 5-8-24 Minutes with the following change: substitute *drove* a car for *ran*. All in favor.

Director's Report

The porch project estimates totaled \$140,000 and a letter of intent for the Library Construction Aid was sent to 4CLS for the project. They will let us know what the match will be and the preliminary award acceptance will be shared on June 17.

There was a large increase in the patron count in March and April which can partially be explained by a counter issue. Some of the increase can also be explained by the large number of people using the library for the VITA tax program and the solar eclipse.

Incident reports have been reduced in June but we did file an order of protection in addition to a ban from the premises last week.

Diane asked where the port-a-potty came from and Tina reported that the city placed it in the park without requesting use of the park. She talked to Greg Mattice and instructed him to remove it since he didn't follow proper protocol.

Other

RFP for Architectural Services: the RFP was discussed. A review of the steps taken in the previous 4 years that includes the Master Plan conducted by a library consultant and a Building Assessment that included a review of our mechanical systems was reviewed. It was decided to remove the percentage points from the criterion of selection. Tina will also add a photo of the building to the front page and improve the floor plan resolution.

Paid Family Leave Policy: Glenda made a motion that was seconded by Susan to approve the updated policy. All in favor.

Financial

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

Next meeting is July 10 at 3:30 pm

Adjourned 4:50.

Huntington Memorial Library

Director's Report

6-12-24

Facility

Phase 2 Park Project: the preconstruction meeting was held on May 9 so all parties would have an opportunity to review the budget and timeline. The project was slated to begin on June 3 but there has been a delay. I hope to have more information about the schedule at the Board meeting.

Front Porch: estimates have been solicited for construction costs and engineering costs related to technical specifications and the bid process. An update on the process will be provided at the meeting. There is a possibility that we'll be able to get 90% funding rather than 75% as received in previous years.

Building renovation: an updated RFP was distributed to Trustees. during the meeting, time will be spent reviewing past efforts and planning for next steps.

Draft Timeline:

ACTIVITY	DATE OPTION 1	DATE OPTION 2
Advertise the RFP	Late July 2024	Late September 2024
Deadline for proposals	Late August 2024	Late October 2024
Review proposals and select 3 to present to the Library Board	Early September 2024	Early November 2024
Hold proposal presentations	Mid October 2024	Mid December 2024
Select the architectural firm	November 2024	January 2025

May Programs

Adult programs

- HML Yarn Club, biweekly
- Craft Club – Recycled Book Hedgehogs
- Craft Club – Fused Glass
- Tech Talk – Gmail Tips & Tricks
- Tech Talk – Libby App 101
- HML Writers Group, weekly. Guest speaker was author Premee Mohamed
- Genealogy Group – biweekly
- Credit Crash-Course
- Mental Health Screenings

Youth programs

- Homeschool Hangout, weekly
- Minecraft Hangout, weekly
- Baby & Toddler Story Time, weekly
- Preschool Story Time, weekly
- Early Literacy Story Time, weekly
- Bilingual Story Time, monthly
- STEAM – Build an Earthquake-Proof structure
- Minecraft Club Spring Session

Other

The program staff will attend the meeting to present their plans for the Summer Reading Program.

Yvonne Sheehan was interviewed to discuss her recollections of HML in the 1960s.

Chester Harris donated four volumes of the Huntington Family Association genealogy.

Staff training continues on topics relating to conflict/de-escalation practices and good customer service.

2024 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	5268	6604	8062	9693	6178								35805
*Circulation	6538	6245	6529	6624	6406								32342
Computer Use	367	379	413	389	345								1893

**Circulation does not include downloadable items.*