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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
10 July 2024  
Minutes

Called to order: 3:31

Present: Glenda Bolton, Cary Brunswick, Susan Kenny, and Tina Winstead.

Absent: Diane Aaronson

Minutes

Susan made a motion that was seconded by Cary to approve the minutes. Kristy abstained. All other in favor.

Director's Report

Phase 2 of the Park Project has commenced. An email was sent to patrons alerting them to the fact that there would be some inconveniences entering the library throughout the summer.

Lee Hoag reported that he is almost finished with the balusters and will install them next week.

Library programs in June were reviewed and the Summer Reading Program Kick-off was highlighted. This was the first year it was held in the lower park and everyone involved thought the location was ideal. It was also the most attended Kick-off party with an attendance of 324 people. Ten volunteers assisted and the local organizations who added activities to the event made it a success.

Kristy made a motion that was seconded by Susan to use the Capital Fund for local match for the 2025 Library Construction Aid application to renovate the front porch.

During the installation of the wings selfie station on the Main Street window, it was noted that the space would be a perfect Children's Library. The costs and issues of moving to Main Street were discussed and it was determined that Tina would continue to look for ways to fund it. Operations could be as high as \$30,000 annually and capital expenses would be incurred to set up the space.

### Other

Cary made a motion that was seconded by Susan to add the Library Director classification to the HELP program. All in favor.

Cary made a motion that was seconded by Kristy to promote Alex Benjamin to the Librarian 1 position with the number of vacation days allowed in that position to be in effect immediately.

WAW Bench: the Board decided to store the bench during construction and return it to its approximate location at the end of the project.

Park Policy: it was noted that some informal groups may request use of the park but do not have an insurance policy with \$1 million liability. The mayor provided an indemnity form that the city uses as a potential solution to the restrictive policy. Kristy made a motion that was seconded by Susan to adopt an indemnity form similar to the city's. All in favor.

### Financial

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

Susan made a motion that was seconded by Kristy to unrestrict the \$3.35 remaining in the Visions FCU donation. All in favor.

Quarterly Treasurer's Report: the report was reviewed. It was noted that drawer donations were not entered in the Donation Report. Tina will include them going forward. The Trust Account summaries indicated a loss and it was noted that it seemed unusual in today's market. Little activity was recorded in the Capital Fund. The Revenue/Expense Report was reviewed and it was noted that extra costs were incurred in the Repairs to Buildings & Equipment, and the Parks Maintenance lines due to the porch project and the tree removals. Transfers at year end may be sufficient or we can transfer funds from the Capital Fund or Fund Balance at that time.

The Request for Proposals for architects will be advertised in July with a September 11 deadline. The library has an account with NYS Contract Reporter where projects are advertised, and emails will be sent to known library architects.

Next meeting: August 14 @ 3:30

Adjourned: 5:06



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Board of Trustees Meeting  
10 July 2024  
Agenda

- Call to order
- Review of 6-12-24 meeting minutes
- Director's Report
- Other
- Financial
  - Treasurer's Report
- Next meeting date/time
- Adjourn

Huntington Memorial Library  
Director's Report  
7-10-24

Facility

Phase 2 Park Project: The project was slated to begin on June 3 but has been moved to July 15 since the technical drawings had to be modified following the removal of the water features.

Front Porch: the balusters are being fabricated by Leland Hoag. He has indicated that it's very labor-intensive.

The 4CLS received my letter of intent to apply for Library Construction Aid and has offered the library \$118,705 towards the porch restoration project. That leaves \$31, 295 as local match for the estimated \$150,000 project. The application is due September 6.

The Oneonta Federated Garden Club and Pridefest reserved the park in June.

June Programs

Adult programs

- HML Yarn Club, biweekly
- Craft Club – Paint & Sip
- Craft Club – Dream Catchers
- Ancestry Workshop
- Tech Talk – Hoopla 101
- Remember the Ladies: Women & Politics in the Early Republic
- Genealogy Group – biweekly
- Retirement Planning Seminar
- PTSD Awareness Seminar
- Historic marker unveiling

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
- Minecraft Club Spring Session
- Summer Reading Program Kick-off

Other

Alex, Emily and I attended the 4CLS Annual Meeting and dinner.

More efforts are being placed on outreach by taking Pop-up Libraries to other locations in town. One was held at the Juneteenth Festival and Pridefest.

The library participated in the Main Street Window Decoration project. We have a selfie station with wings made of books, flying books, and clouds in one of Klugo's windows.

Potential Second Space: while installing the window decoration, it was noted that the space would be ideal for a Children's Library. The open office space is 1275 square feet and some walls can be removed. A lease for 3-5 years will cost \$1400/month plus utilities. The average NYSEG bill is \$100-\$125 monthly. There is a 10x10 storage unit in the basement and it has a bathroom and kitchenette. Unknown at this time is the cost of internet in that space but our library is currently paying nothing for internet and I believe a second space will also.

All library photos are being backed up to an external hard drive and to Tina's desktop computer.

A Friends of HML committee met to discuss ideas for grant applications. The most popular idea was to hire an arborist to identify tree species and to create an educational program that can be used passively as well as with youth programs.

Tina met with Kim Back to discuss partnering in another local history scavenger hunt.

## **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	6178	5455							<b>35805</b>
*Circulation	6538	6245	6529	6624	6406	6234							<b>32342</b>
Computer Use	367	379	413	389	345	381							<b>1893</b>

*\*Circulation does not include downloadable items.*



## Four County Library System

304 Clubhouse Road  
phone: (607) 723-8236

Vestal, New York 13850  
fax: (607) 723-1722

<http://www.4cls.org>

TO: Tina Winstead  
FROM: Steven Bachman and Brian Lee  
RE: Construction Aid Preliminary Award  
DATE: 6/25/2024

We have reviewed your 2025 Construction Aid Program Intent to Apply Form. Based on the applications received and the state allocation to 4CLS, we can offer your library **\$118,705** towards your project.

Funding at this level for the described project results in a local match of **\$31,295**.

If this award is sufficient for your purposes, we invite you to submit a full Construction Aid Application. The NYS portal is open. Go to <http://www.nysl.nysed.gov/libdev/construc/index.html> for updated information from New York State.

Libraries who were expecting a higher award have the option of scaling down the project. If you plan to do so, please contact 4CLS.

Please do not hesitate to reach out with questions during the application process. The deadline for applications submitted through the portal is **Friday, September 6**.