



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes
8-11-21

Called to order at 2:05.

Present: Carolyn Austin, Diane Aaronson, Glenda Bolton, David Hyland, John Pontius and Tina Winstead.

Meeting held via Zoom

Minutes

Diane made a motion that was seconded by John to approve the 7-21-21 meeting minutes. All in favor.

Director's Report

COVID-19: The library is requiring masks again since Otsego County is in the Substantial Risk category. As a result, the County Department of Health submitted a press release recommending that all people, regardless of vaccination status wear masks in public spaces. The CDC made the same recommendation the week before the County's press release for areas in substantial or high risk.

NYS HERO Act requires that we have a Prevention Policy that must be shared with employees by September 4. Glenda made a motion that was seconded by David to approve the HML Prevention Plan.

Park Project: Treffeisen and Son was the only firm that attended the voluntary pre-bid walkthrough on July 27. COVID has created an environment of high costs and busy contractors so the deadline for bids was extended from August 12 to August 20 at 2:00.

Building Assessment: Butler Rowland Mays Architect is coordinating with Sage Engineering to visit the library on the same day.

Fence: Antique Iron Restoration reported that the ball caps are still in-route and are likely delayed due to COVID. John is still removing the "loafer bar" finials from the old rails and when he's finished, we will send them to Antique Iron Restoration to restore them and fabricate additional pieces.

Library Construction Aid application: the following documents are being prepared for the application:

- Application form
- Additional funding sources – letter from the City
- Project narratives
- Budget forms
- Payee Information Form – this round, it is required that we also register for the Federal System for Award Management.
- Assurances – must be signed by Board President
- Environmental Assessment form
- Smart Growth form
- Certificate of 10-year minimum lease or legal agreement - letter from the City
- State Historic Preservation Office Approval Documentation
- Vendor quote

Hazardous Waste recycling: the county will subsidize \$100 and we will be charged \$644.60 to recycle a large number of lightbulbs. John made a motion that was seconded by Diane to take the materials to Otsego County and pay the bill. All in favor.

Digitization of The Daily Star, 1890-1925: The microfilm has been digitized and the website prepared. More work needs to be done before it can be made public but within a few weeks, the library will announce the new resource. Tina gave the Board a tour of the website.

Financial

Bills will be reviewed at the library.

Budget 2022: the first draft budget was reviewed and recommendations for wages were made. The state funding of the Four County Library System was not as reduced as expected so there will be no additional fees for cataloging.

Other

Library Construction Aid: David made a motion that was seconded by Glenda to approve the Assurances page for the application.

Next Board meeting: Wednesday, September 8 @ 2:00.

Meeting adjourned at 3:33.