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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
14 August 2024  
Minutes

Called to order: 3:32

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

Minutes

Glenda made a motion that was seconded by Susan to approve the 7-10-24 minutes as amended: *motion to approve the minutes seconded by Cary*. Diane abstained. All others in favor.

Director's Report

Phase 2 of the Park Project: progress on the project was reviewed. Kristy made a motion that was seconded by Cary to accept Eastman's Change Order to install a new drywell and to infill existing drywell for \$5374.89 to be funded by the Capital Fund. All approved.

Children's Library: discussion was held about the feasibility of using a Main Street storefront for the Children's Library. Operational costs are estimated at approximately \$20,000 annually. Costs to furnish the space are still being collected, but one vendor estimated \$85,000. Finding grants to fund the capital expenses will be challenging due to the cycle of grant applications and receipt of funds. This would not be eligible for Library Construction Aid funds since this source requires a 10-year lease as part of the application. Questions were raised about the best location, and if the community would embrace the idea. It was decided that Tina would draft a short survey to email to patrons.

Financial

Expenses relating to the 2025 budget were discussed and there was consensus to proceed with building a budget based on these costs.

The Board requested that City Finance Director, Ginny Lee, be invited to an upcoming Board meeting to discuss the municipal laws for managing the Capital Fund.

Tina will invite the Trust managers from Nottingham Trust to discuss our investments at the October Board meeting.

Other

Cary made a motion that was seconded by Glenda to approve the signing of the Assurances for State Aid for Library Construction as part of the grant application. All in favor.

Bills

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

Next meeting: September 11 @ 3:30

Adjourned: 4:48



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Board of Trustees Meeting  
14 August 2024  
Agenda

- Call to order
- Review of 7-10-24 meeting minutes
- Director's Report
- Financial
- Other
- Next meeting date/time
- Adjourn

Huntington Memorial Library  
Director's Report  
8-14-24

Facility

Phase 2 Park Project: excavation began on July 15. Barrier fences were installed, sidewalks were removed and the smoke bush trimmed to fit the scale of the upcoming garden. A dry well was found in the area where the pavers will be laid so a change order was submitted for approval. The document is attached.

The second week the pull box to the outdoor lights was moved and new wiring installed. Excavation and site grading continues.

Front Porch: the newel posts have been installed and Hoag plans to add the balusters when the library is closed. Nate has repaired the balusters on the porch and will be installing them this week.

RFP for architects' services: the RFP was uploaded to NYS Contract Reporter with all of the additional documents. In addition, it was emailed to 12 architects that have experience working with libraries. Five architects have asked for the documents or expressed interest. One has done a site visit.

July Programs

Adult and STEAM programs

- SUNY Broome Mobile
- HML Yarn Club, biweekly
- HML Writers Group, weekly throughout July
- International Chocolate Day
- Yoga with Yoga People Oneonta
- Invasive Species Presentation by Otsego County Conservation Association
- Craft Club – Intro to Art Journaling
- Author Talk by Dana Cudmore: The Cave Electrician's Wife
- Blind Friendship Speed Dating
- Youth STEAM
  - Minecraft Club, weekly
  - Ozobots Maze
  - Catapult Cannon

Youth programs

- Homeschool Hangout, weekly
- Minecraft Hangout, weekly
- Baby & Toddler Story Time, weekly
- Early Literacy Story Time, weekly

- Bilingual Story Time, monthly
- Magic Tree House Book Club, weekly
- Crafternoons, weekly
- WSKG PBS Kids
- Adventures with Pond Life by George Steele
- Adventures with a Magnetic Compass by George Steele

Other

Budget development will be discussed with a focus on personnel costs and digital resources.

Children’s Library Update: At this time, the estimate for operating costs at a new location are about \$1610/month or \$19320/year. We are still gathering information to calculate one-time costs for furnishing the space.

The hard drive containing the local history files that have been digitized was sent to SCRLC for inclusion in the NY Heritage and NY Historic Newspapers websites.

We’ve received positive feedback on our website through Google Reviews and in-person regarding the removal of the gazebo.

**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	5338**						<b>35805</b>
*Circulation	6538	6245	6529	6624	6406	6234	8205						<b>32342</b>
Computer Use	367	379	413	389	345	381	411						<b>1893</b>

*\*Circulation does not include downloadable items.*

*\*\*Primary door was inaccessible to patrons beginning July 15.*