



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes
7-21-21

Called to order at 2:10.

Present: Carolyn Austin, Diane Aaronson, Glenda Bolton, David Hyland, and Tina Winstead.
John Pontius arrived at 2:15.

Minutes

Diane made a motion that was seconded by Glenda to approve the 6-9-21 meeting minutes. All in favor.

Director's Report

COVID-19: The library has restored some of the services that were scaled back throughout the pandemic. Patrons can work at tables throughout the library but we've reduced seating so they can maintain a 6-foot distance. We no longer limit the number of people in the building and we use the honor system when requiring unvaccinated individuals to wear masks. We no longer quarantine library materials nor require handwashing to enter the building. Curbside pickup is still available. The public are now allowed to use the meeting rooms but library programs are held in the park or online.

Park Project: The Quarterly Report for EPF grant #181932 was sent to Jean Egenhofer at NYS OPRHP.

On June 7, the state approved the Bid Manual for grant compliance and stated that once the changes I requested were made that we could release the project for bid. The city graciously posted the project on Bidnet, a website that lists municipal projects, and Delaware Engineering also shared the project with a few contractors they said were interested in the project.

Project dates:

Voluntary pre-bid meeting is scheduled for Tuesday, July 27 at 10:00 a.m.

Deadline for receipt of sealed bids is 2:00 pm, August 12, 2021

Contractor is given notice to proceed with work on or before September 1, 2021

Phase 2: Tina is working with Rich Cunningham to draft the EPF grant application that is due by July 30, 2021. David made a motion that was seconded by Glenda to approve the following resolution. All in favor.

Resolved, the Library Board will use up to \$167,000 from the Capital Fund as a match for the upcoming EPF grant that will fund up to \$500,000 for Phase 2 of the Park Project.

Building Assessment: An agreement was signed and sent to Butler Rowland Mays Architects but they have not provided a date when the project will start.

Fence: Partial payment for the ball finials was sent to Antique Iron Restoration but they have not been delivered yet.

Huntington Centennial Celebration: discussion was held about the upcoming celebration and sponsorship of Meet Me on Main.

Financial

David made a motion that was seconded by Diane to approve payment of the bills and the quarterly financial reports. All are in favor.

Budget development: work on the 2022 budget will include issues like staff wages, program funding, and electronic resource funding. Benchmark data from libraries who serve a similar population was reviewed.

	ONEONTA (municipal, city)	NORWICH (school district)	ENDICOTT (municipal, town)
Tax Income	\$526,742 (62%)	\$1,442,167 (98%)	\$1,122,497 (84%)
Total Receipts	\$851,984	\$1,469,190	\$1,328,698
Circulation per Capita	5.2	4.5	4.8
Holdings	64,198	99,731	111,304
Program Sessions	366	147	133
Program Attendance	5578	1966	3015

Next Board meeting: Wednesday, August 11 @ 2:00.

Meeting adjourned at 3:47.