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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting  
11 September 2024  
Minutes

Called to order: 3:32

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

Guest: Virginia Lee

Minutes

Glenda made a motion that was seconded by Cary to approve the 8-14-24 minutes. All in favor.

Financial

The 2025 Budget was reviewed. The costs for interest, health care, and Trust income are not finalized at this time.

Director's Report

Phase 2 of the Park Project: progress on the project was reviewed. Glenda made a motion that was seconded by Cary to accept Eastman's Change Order extend the sidewalk to the driveway for \$4090.48 to be funded by the Capital Fund. All approved.

The Board requested that Tina talk to the design team for confirmation that the plan is ADA compliant.

Front Porch: the Board requested that Tina go to small claims court since Lee Hoag has not signed the agreement or responded to texts.

Other

Children's Library: the community survey results were reviewed. There was overwhelming support for having a separate Children's Library on Main Street. The Board decided to move forward to fund the move with a combination of library funds and funding from local foundations. Tina will prepare a request to local foundations.

Capital Fund: Ginny Lee, City Finance Director, provided an overview of the library's Capital Fund. She relayed that it must be managed according to NYS guidelines and all moneys regardless of assignment must be collateralized. Funds can only be invested in time deposit accounts, certificates of deposit, or obligations like treasury bonds and NYS government issued investments. Rates of returns vary year to year but NYS approved an investment option called

NY CLASS. It provides a higher interest rate than previous options. We aren't allowed to invest in high risk tools. Library funds that were transferred to the Capital Fund can be returned to the library fund to be restricted for specific purchases.

Proposal Reviews: 5 proposals were received. Tina included the scoring rubric with each proposal and a special Board meeting was scheduled for Friday, September 20 at 10:00 am.

Board meeting day and time: Diane will poll the group to determine the best day/time for Board meetings.

#### Bills

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

Next meeting: to be determined

Adjourned: 4:48



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Board of Trustees Meeting  
11 September 2024  
Agenda

- Call to order
- Review of 8-14-24 meeting minutes
- Financial
  - Capital Fund Discussion
  - 2025 Budget Draft
- Director's Report
- Other
  - Review of Children's Library Survey
  - Review of proposals for the building project
- Next meeting date/time
- Adjourn

Huntington Memorial Library  
Director's Report  
9-11-24

Facility

Phase 2 Park Project: the park construction is well underway. The sidewalks are being poured and the issue with the slope of one section has been resolved. There may be a need for a retaining wall adjacent to the sidewalk. A Change Order was submitted to extend the sidewalk in front of the building for \$4090.48. During the first two weeks of September, work will include sidewalks, installation of conduit for electricity, the addition of topsoil, placement of boulders on the hillside, removing catch basins and installing new pipe tie-ins.

Front Porch: no progress was seen on the front porch steps. The city code officer inspected it and it did not pass code. Tina emailed Hoag on August 21 to report the details of the failed inspection and ask why he had never filed a building permit. A new agreement was attached to the email that required that the steps be rebuilt between September 15 and September 28 and that it will pass the code office's inspection and be approved by the library director. I asked him to respond by August 26 to let me know if he would sign the agreement or return the down payment. He replied on the 26th that he would respond when he received his permit. On the 28<sup>th</sup>, I let him know the permit was approved and he replied that he had to get his lawyer to review the agreement. On September 3, I asked him if he was going to sign the agreement and begin work on the 15<sup>th</sup>. He responded that he has been in touch with the code office about the changes needed to the stairs and would get back to me when he hears from them. He has not signed the agreement but he did send his proof of liability insurance.

RFP for architects' services: the deadline for proposals for the building project were due on September 10. A scoring rubric will be distributed to Board members and depending on the number of proposals received, we will review them and select the firms to interview. If there are too many, we can schedule a special meeting to make the selection.

August Programs

Adult and STEAM programs

- HML Yarn Club, biweekly
- Hoopla 101
- Libby App 101
- Adult Reading Raffle Party
- Youth STEAM
  - Minecraft Club, final meeting of the summer series
  - Egg Drop Challenge

Youth programs

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

- Bilingual Story Time, monthly
- Magic Tree House Book Club, weekly
- Crafternoons
- Teen Writers Group, weekly
- Bug Bonanza with Delaware Otsego Audubon Society
- Over and Under the Pond with Hanford Mills
- End of Summer Event with music by Pam West-Finkle

The Summer Reading Program was wrapped up in mid-August except for the youth reading logs. 47 youth programs were held with an attendance of 778. 52 youth completed Reading Logs and read a total of 2760 books. The Top Readers this year were allowed to purchase new books for our collection that will have a commemorative plate added to the title page.

19 adult programs were held with an attendance of 152. 261 adults participated in the Reading Raffle and read 1262 books. In all, 378 people participated in one or more of our programs this summer. The 2 winners of the Reading Raffle were given either a gift basket filled with gift certificates to downtown businesses or a Kindle with everything you need to curl up with a good book.

Other

Friends of HML are planning to write a grant application to label the trees in the park and to develop an educational program. Fred Hathaway, arborist, will be identifying the trees and assisting with developing additional information in addition to providing a tree identification walk through the park.

Tina organized the Youth Section of the City of the Hills Art Festival to be held on September 14.

Children’s Library: the survey received more respondents than expected and the results will be presented at the Board meeting. Another potential location was reviewed by Donna and Tina. Another source of revenue for the new space could be Mohawk Valley Gives. They offer a single day of giving on September 20<sup>th</sup>.

Art Book Partnership: a reception is scheduled for October 10 at 5:30 at Milne Library. I hope you can attend and represent the library.

Local foundation requests are due next month.

**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**	2778***					<b>35805</b>
*Circulation	6538	6245	6529	6624	6406	6234	8205	7572					<b>32342</b>
Computer Use	367	379	413	389	345	381	411	429					<b>1893</b>

*\*Circulation does not include downloadable items.*

*\*\*Primary door was inaccessible to patrons beginning July 15. The attendance is calculated.*

*\*\*\*Elevator entrance only.*