



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
Minutes
11-20-24

Called to order at 10:31 a.m.

Present: Diane Aaronson, Glenda Bolton, Susan Kenny, Kristy Vander Werff, Tina Winstead

Minutes

Glenda made a motion that was seconded by Kristy to approve the September and October Board minutes. All in favor.

Director's Report

The report was reviewed, and discussion was held about improving the area around the fence that protects the AC units. Tina was asked to get a quote from Eastman Associates to add a poured concrete curb at sufficient height to be level with the existing footers at the posts.

Tina will be pursuing sponsorship for the proposed Children's Library with local businesses.

Financial

Susan made a motion that was seconded by Glenda to approve the 2025 budget and salaries as presented. All in favor.

Other

Trustee Education: beginning in 2023, NYS is requiring all Library Trustees to participate in at least 2 hours of education. Diane presented a policy that will be reviewed and discussed at the December Board meeting. Tina sent an email with training links to all Trustees and Steve Bachman, Director of 4CLS, is working on a Trustee listserv that will alert Trustees to training opportunities.

Architect for building renovation: Kristy made a motion that was seconded by Susan to hire Lothrop Architect Associates to develop a schematic design for the building for \$38,000 using funds from Ruth Allen, Margaret Gurney, and the Capital Fund. The draft contract with Lothrop was reviewed and many changes and suggestions were discussed. Tina will consolidate them into a single document and have attorney David Merzig review the contract.

Kristy left the meeting.

Park signs: there was consensus that Tina will purchase signs to place in the park near the building that say no loitering.

Elevator entry: the door at the elevator entry is not functioning well and is rusting. Glenda made a motion that was seconded by Susan to authorize Tina to select a company from the received quotes to install an accessible, automatic door.

Security: it was suggested that Tina contact a security company to request an assessment of and recommendations for our facility.

Next meeting: Wednesday, December 11 at 10:30.

Adjourned at 12:33.



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Board of Trustees Meeting
13 November 2024
Agenda

- Call to order
- Nottingham Trust Officers review the Trust Fund
- Review of 10-9-24 meeting minutes
- Director's Report
- Financial
 - 2025 Budget
- Other
 - Trustee Education Policy
 - Architect selection for the upcoming building project
 - Thermostat settings
 - Park signs
- Next meeting date/time
- Adjourn

Huntington Memorial Library

Director's Report

11-13-24

Facility

Phase 2 Park Project: the park construction has been substantially completed and we're getting a lot of positive feedback from patrons. The fourth payment application for \$236,299.21 is in the bills packet. The balance to finish included 10% retainage is \$56,897.74. We've submitted reimbursement forms for invoices from Templeton L.A., ULS, and Eastman's first payment application.

RFP for architects' services: Lothrop Architects have requested existing building plans which have been sent. Their agreement for the project will be reviewed at the meeting.

Children's Library: requests to fund start-up costs for the proposed Children's Library have gone to three local foundations. Tina and Donna will be meeting with Visions Federal Credit Union to request funds. We are discussing which other corporate sponsors we should approach.

October Programs

Adult and STEAM programs

- HML Yarn Club, biweekly
- Smart phone photography series
- Python Programming series
- Craft Club - Origami Pumpkins
- HML Writers Group
- The Book of Unknown Americans Book Discussion – 2 sessions facilitated by SUNY Professor Thor Gibson and his students
- Willy Paloma's Slam Workshop as part of the Oneonta Literary Festival
- Author Expo as part of the Oneonta Literary Festival
- Pumpkin Glow
- Medicare 101
- Scholarship Seminar presented by Sidney Federal Credit Union
- Slaves to All Intents and Purposes: Slavery in Colonial New York

Youth programs

- Homeschool Hangout, weekly
- Baby & Toddler Story Time, twice weekly
- Early Literacy Story Time, weekly
- Bilingual Story Time, monthly
- Teen Writers Group, weekly

Other

Friends of HML applied for a grant from the Community Foundation of South Central NY to identify the trees in the park and to develop an educational program. They did not get selected for funding but were asked to re-submit in the spring.

The Staff Development Day scheduled for November 20 will be postponed until March.

2024 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	5268	6604	8062	9693	6178	5455	5338**	2778	2778	1991			35805
*Circulation	6538	6245	6529	6624	6406	6234	8205	7572	6675	6237			32342
Computer Use	367	379	413	389	345	381	411	429	406	362			1893

**Circulation does not include downloadable items.*

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

Elevator entrance only.