



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
Minutes
12-11-24

Called to order at 10:32 a.m.

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

Guest: Jenni Critti-LeBeau and Adam Niebanck from Nottingham Trust

Review of Trusts

Account #3830 has a market value of \$7,841,394.76 on November 8, 2024

Account #3830, Restricted Art Book has a market value of \$172,524.87 on November 8, 2024

Account #3829 has a market value of \$688,361.08 on November 8, 2024

Minutes

Glenda made a motion that was seconded by Susan to approve the November Board minutes. Cary abstained. All others in favor.

Director's Report

The report was reviewed and discussion was held. Changes to the Lothrop agreement were noted and Tina will request they remove the pool reference and add a date to be completed.

Other

Board meetings in 2025 will continue on the second Wednesday of the month at 10:30 a.m. except the January meeting which will be held on the 15th at 10:30 a.m.

The draft Trustee Education Policy was reviewed. The first sentence will be edited to remove the requirement for Commissioner of Education approval since other specialties also offer valid educational opportunities. The administration section will substitute Library Board for System Board. The final change is to state that the Trustee **may** be suspended rather than **will** be suspended if evidence of completion isn't filed. Cary made a motion that was seconded by Glenda to approve the policy with the stated changes. All in favor.

Cleaning Contract: Susan made a motion that was seconded by Glenda to approve the 2025 contract with Clean Solutions. All in favor.

Financial

Kristy made a motion that was seconded by Cary to approve the bills and the budget amendment. All in favor.

Next meeting: Wednesday, January 15 at 10:30.

Adjourned at 12:20.

Meeting reconvened at 12:22.

Present: Diane, Glenda, Cary, and Tina

Election of 2025 Officers: Cary made a motion that was seconded by Glenda to elect Diane as President. All in favor.

Cary made a motion that was seconded by Diane to elect Glenda as Vice-President. All in favor.

Adjourned at 12:23.



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Board of Trustees Meeting
11 December 2024
Agenda

- Call to order
- Nottingham Trust Officers review the Trust Fund
- Review of 11-20-24 meeting minutes
- Director's Report
- Financial
- Other
 - 2025 Board meeting dates/times
 - Trustee Education Policy review
- Next meeting date/time
- Adjourn

Huntington Memorial Library
 Director's Report
 12-11-24

Facility

Phase 2 Park Project: Tina met with grants administrator Michele Palmer to discuss reimbursement requests. She has submitted one request and the second one will be submitted this week for reimbursement of 75% of expenses totaling \$346,925.79 (which is \$260,201.84). The final 25% will be reimbursed after the final report is accepted. The final punch list for the project is attached for your review. I am waiting for the punch list items to be completed to include the invoices in the bills packet.

Summary of expenditures to date:

EXPENSE CATEGORY	TOTAL EXPENSE	GRANT
construction	\$ 512,079.63	\$ 560,000.00
Pre-bid development	\$ 62,500.00	\$ 75,000.00
grant administration	\$ 8,250.00	\$ 45,087.00
miscellaneous	\$ 675.37	
	\$ 583,505.00	\$ 680,087.00

Change Order #1		\$ 5,374.89
Change Order #2		\$ 4,090.48
Total Project Cost		\$ 689,552.37

RFP for architects' services: the agreement with Lothrop Architects is still under discussion. Attorney David Merzig spoke with Tina about modifications and the ideas were sent to the Board via email. The email was sent to Lothrop last week. Bid results were posted on NYS Contract Reporter.

Children's Library: Chip Klugo rented the potential space on Main Street to someone else so if funding is received, we will have to research other locations. Requests have been submitted to the three local foundations and Visions FCU at this time. Visions does not provide large amounts of funding at one time but is interested in providing annual amounts of smaller donations. We should hear from the local foundations in late December.

November Programs

Adult and STEAM programs

- HML Yarn Club, biweekly
- Craft Club – Intro to Embroidery
- HML Writers Group
- History of Magic
- History of the Leatherstocking Routs
- The Otsego Trolley Line: An Audio-Visual Documentary
- Libby 101
- Guide Spheros through a maze with simple block-coding
- Zoo Maze Adventure with Ozobots

Youth programs

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

Other

Security organizations have been contacted to request assessments of our facility.

The door to the elevator will be replaced in about a month and will take about 1 day to complete. Patrons will be alerted when the entrance is not available.

The security cameras were down for a week but have been re-connected.

Hoopla has been throttled for the final quarter of the year in an effort to stay within budget. Going forward, we will continue to use a monthly budget cap and will remove expensive titles.

The City HR department held an open house so we could meet the new staff. It was nice to put a face to an email address!

The parking difficulties continue with the Thrift Shop at the church next door. People continue to block library parking and the driveway. I met with the Reverend and the shop manager to discuss the issue particularly as it related to a nasty experience I had with one of their donors.

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	4148		11695
*Circulation	6538	6245	6529	6624	6406	6234	8205	7572	6675	6237	5890		73155
Computer Use	367	379	413	389	345	381	411	429	406	362	431		4313

**Circulation does not include downloadable items.*

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

Elevator entrance only.

SAMPLE Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee may be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Sample Form**SELF-ASSURANCE of Trustee Education Activity Completion**

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date