



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustees Meeting
12 February 2025
Minutes

Called to order: 10:35 a.m.

Present: Diane Aaronson, Cary Brunswick, Susan Kenny, Kristy Vander Werff, and Tina Winstead.

Building Renovation Project

Bob Gabalski and Kathleen Sowle from Lothrop Architects attended the meeting to discuss the feedback about the library building that was provided by the staff and Trustees and to present floorplans of existing conditions. They also provided an adjacency chart and said they would send a blank one to the Trustees for comment. They asked that the Board comment on the feedback document and indicate levels of priority. The Board made time to review the feedback and Tina edited the document and sent it to the architects.

It was agreed that the Public Forum will take place on Tuesday, March 11 at 10:30 am-12:00 pm, and at 5:30 pm-7:00 pm in the Community Room at the library.

Minutes

Cary made a motion that was seconded by Susan to approve the 1-15-25 minutes with a correction to the spelling of Diane Aaronson's name. All in favor.

Library Director Report

The report was reviewed.

Other

Annual Report: the statistics were reviewed with the exception of the financial sections which have not been received from the city yet. It will have to be submitted after the deadline.

Library Director job search: Diane presented a draft job announcement and updated the Board on the process and timeline. She has been working closely with David Coury from the Civil Service office.

Children's Library: Tina and Donna presented a spreadsheet with location options for the new Children's Library. About 16 locations have been considered and the top contenders were discussed. Important criteria for selection are proximity and parking. The Board requested more information about projected costs for each location.

Financial: Susan made a motion that was seconded by Cary to approve the bills. All in favor. Susan made a motion that was seconded by Cary to apply the \$5000 check from Assemblyman Miller to the general fund. All in favor.

Next regular Board meeting will be March 12 at 10:30 am

Meeting adjourned at 1:15 pm

Children's Library Meeting
27 February 2025
Minutes

Called to order: 2:33

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

Tina provided a summary of activities that have been completed to date and reviewed the next steps to bring the Children's Library to fruition. Donna reviewed the pros and cons of the top two locations. Discussion was held about the comparative costs and the priorities. Kristy made a motion that was seconded by Glenda to pursue a lease with Wayne Carrington for the property at 14 Dietz Street. Kristy, Glenda and Diane voted yes. Cary voted no. The motion carried.

Meeting adjourned at 3:24



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Board of Trustees Meeting
12 February 2025
Agenda

- Call to order
- Lothrop Q&A
- Review of 1-15-25 meeting minutes
- Director's Report
- Other
 - NYS Annual Report Statistics
 - Director job search
 - Children's Library location
- Financial
- Next meeting date/time
- Adjourn

Huntington Memorial Library
Director's Report
2-12-25

Facility

Park Phase 2: the ribbon-cutting scheduled for May 16 will include singer Khalil Jade. The Friends of HML will help with refreshments and the program staff will offer craft tables and a community art project on one of the cedar stumps. Nate will have completed the Gnome Home in another cedar stump by then.

Building Renovation: staff and Library Board suggestions have been compiled and are attached for your review. Bob and Kathleen will attend the meeting remotely to answer questions about the initial concept. Our feedback will be incorporated into the design and the public will have an opportunity to comment. March 11 has been suggested for an appropriate time for public comment.

Children's Library

We currently have \$78,000 for this project which leaves \$37,757 to raise. Sixteen locations have been investigated and a summary of the costs and other notes about the properties will be presented at the meeting. I am writing a grant application to the Robert F. Schumann Foundation and will be working on the brunch to request funds from local organizations and businesses.

Other

Annual Report: other than the financial information, the report is completed and will be reviewed at the meeting.

Security assessment: The City of Oneonta Police Department visited the library and offered some suggestions.

- Doorknobs should lock from the inside without a key.
- Key cards are ideal because the door locks when it closes.
- The front door should have a separate alarm button installed since a crash bar can't be installed on the historic doors.
- Have a key to access bathrooms. Possibly put the light on a timer or have a timer at the desk so clerks can monitor usage.
- The Circulation Room is not secure and there is no escape route. Tina will investigate the possibility of access through the door to the Children's Room.
- They suggested using a sign-in sheet or requiring library cards to enter the building.

We will be circulating radon testing kits this fall if the Central NY Coalition for Healthy Indoor Air receives the EPA grant application is awarded.

Tina is applying for a community Arts Grant the Earlville Opera House to fund sculptural art on the pillars leading to the entryway plaza.

January Programs

Youth:

- 7 Story Times
- 1 Head Start Story Time
- 4 Homeschool Hangouts
- 1 Field trip from Charlotte Valley Central School
- 5 Teen Writers Group

Adult:

- 3 HML Writers Group
- 1 Craft Club – Introduction to Embroidery

2025 Statistics

STATISTICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Patron Count	6415												
*Circulation	7257												
Computer Use	395												
New Patrons	72												

**Circulation does not include downloadable items.*