



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

**Board of Trustee Minutes
1-13-21**

Called to order at 2:02.

Meeting held via Zoom.

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

Minutes

Diane made a motion that was seconded by David to approve the 12-9-20 meeting minutes after correcting the Trustees that were present. Glenda abstained. All others in favor.

Election of Officers

Glenda made a motion that was seconded by John to elect Carolyn Austin as President and David Hyland as Vice President. All in favor.

Director's Report

COVID-19:

Two staff members contracted COVID-19 in December, 2 others had symptoms and one was exposed resulting in 5 staff members being placed on quarantine or isolation. The library was closed for one week with curbside pickup only on 2 different days. The following 2 weeks were the holiday weeks and the library building was closed and offered curbside pickup. Beginning January 4, the building was opened to 10 patrons at a time, 30-minute computer sessions, and curbside pickup.

The vaccine distribution began with Phase 1A. I reached out to the Mohawk Valley Regional Control Room to request that library workers be included in Phase 1B. I received an email from them the day before the meeting which did not address my request. Tina called the governor, the mayor, the county supervisor, the county representative to implore them to include library workers in Phase 1B because they work directly with the public every day. No one responded.

Staff:

The library is facing a staff shortage in the coming months and strategies to provide service are being developed.

In mid-November, a request to create an account clerk position for the library was submitted to the Civil Service office at the City but it has not been brought before the commission at this time.

Maintenance:

The tractor has a broken part that will cost approximately \$2000 to replace. John made a motion that was seconded by David to approve payment of the tractor repair and to assess the tractor to determine how much longer it will be reliable. All in favor.

The first collection of art books purchased with the Van Steenberg gift arrived and reimbursement was received from the Trust held at Community Bank.

Financial

The fourth quarter financial report was provided without the restricted expenditure summary. It was noted that not all of the 2020 expenditures are included in the most recent Revenue/Expenditure Report. The Capital Fund has \$2,105,974.44 at year end. Total unrestricted donations to the library totaled \$5,269.60 and restricted donations totaled \$19,500. It was noted that the remaining 10% from the Library Construction Aid for the insulation/asbestos project was received.

Bills will be emailed to the Board this week.

Other

The Pandemic Response Plan was reviewed. Diane made a motion that was seconded by Glenda to adopt the plan. All in favor.

The Cluster Action Plan created by the 4CLS Steering Committee was reviewed. David made a motion that was seconded by Diane to adopt the plan for use at HML. All in favor.

Park Project:

Progress of the Park Project was discussed. In the next few weeks, the final construction documents will be presented to the Library Board Park Committee. A list of requirements from NYS OPRHP were sent to the Stimsons to help develop the bid specification. Once the library approves the design plan, it will be emailed to NYS OPRHP for approval and released for us to advertise the project. Companies will have 3 weeks to send their sealed bids for the project. The Library Board will have a public meeting to open the bids and announce the company names and their bid. No selection will take place at that time. The Library Board will then review the low bid to make sure it adheres to the requirements set forth in the bid specifications.

The design has been modified as presented in the public presentation on September 10. Phase 1 will focus on the area nearest the library, the lower park and the Overlook Terrace in the upper park. These plans have been reviewed and approved by the Library Board Park Committee. When detailed drawings are available, they will be posted on the library website.

Questions about the funding for the project were raised. In March of 2020, Senator Seward stated that we should not count on receiving the funding he had earmarked for park lighting. Since we have already received 90% of Library Construction Aid to fund the lighting project, it was decided to proceed with existing funding. At this time, the funding for the project is as follows:

PROJECT FUNDING

PARK DESIGN	
NYS OPRHP	\$420,068
LIBRARY MATCH	\$140,024
TOTAL	\$560,092
PARK LIGHTING	
NYS Library Construction Aid	\$121,804
LIBRARY MATCH	\$122,826
TOTAL	\$244,630
GRAND TOTAL FUNDING For park design and lighting	\$804,722

FUNDING SOURCES

NYS OPRHP	\$420,068
NYS Library Construction Aid	\$121,804
TOTAL LIBRARY MATCH	\$262,850
GRAND TOTAL FUNDING	\$804,722

Long-range Plan 2021-2025:

The Board reviewed the long-range plan. A final draft will be presented for adoption at the February Board meeting.

Next Board meeting: Wednesday, February 10 @ 2:00.

Meeting adjourned at 3:48.