PATTERSON LIBRARY

MINUTES OF THE BOARD OF TRUSTEES

JULY15, 2021

**Present:** M. Hegna (director), J. Caruso (president), B. Kittle (vice-president), T. Bennett (treasurer), S. Scriven (secretary), M. Bivens, M. Rubin, S. Brown, L. Dunn, D. Hamann, P. Holt, J. Johnson, K. Richmond, S. Rudnicki, C. VandeVelde, T. Roets, K. Cockram (Patterson Society representative)

**Guests:** Amanda Holt

**CALL TO ORDER:** The meeting was called to order at 7:00 PM by J. Caruso

**New Staff Introductions:** M. Hegna introduced and we welcomed our latest staff additions:

 Rebecca Snyder, Circulation Clerk (hire date May 31, 2021)

 Lauren Abbott, Coordinator of Youth Services (hire date June 28, 2021)

**MAY MINUTES:** There were no additions or corrections and the minutes were accepted for filing.

**TREASURER’S REPORT:** See attached report. T. Bennett reported that at the end of May, the operating balance was very good. The remainder of the report through June will be updated when Janice returns from sick leave. There was one expenditure from the capital account for the portico stabilization. Revenues are up and expenditures are down. Per M. Hegna, expenditures for books are behind as our book jobber is behind on our book orders. The books will be paid for as they are received. Revenues include PPP payments as well as a significant donation by J. Caruso. The endowment is down a small amount after our first “draw” but overall is doing very well. The report was accepted for audit.

**COMMITTEE REPORTS:**

 **BUILDING AND GROUNDS COMMITTEE:** S. Rudnicki reported that we are waiting for the air-conditioning equipment and as of yet there is no shipping date. RE Kelley Inc. will begin work on repointing and cleaning/regrading the cornices in mid to late July. They did recommend sealing of the marble after cleaning, but this was not included in this contract. It can be done at any time. If there is money left over for this construction grant, it can be used for the sealing. M. Hegna will follow through with this. They are working on changing all lighting to LEDs and will receive a rebate from the state for this changeover. We are waiting for a quote from Simpson Electric. There is an issue with water dripping in the staff room which has been partially remedied. S. Rudnicki advised that he believes that a permanent solution can be accomplished soon. The carpeting there and in the stack area most likely will need to be replaced as well. B. Kittle relayed that the deadline for the next construction grant from CCLS has been extended and urged current needs to be included.

 **FORWARD PLANNING COMMITTEE:** P. Holt reported that his committee has met twice and will have one more meeting to finalize a plan to be approved at our next meeting.

 **FUNDRAISING COMMITTEE:** S. Brown reported that our recent book sale event brought in $1,791.50. All agreed that it was well run and attended. M. Hegna is discussing a plan for the leftover books through Better World Books. We would receive 15% of their sales.

 **PERSONNEL COMMITTEE:** M. Bivens reported that the committee met to review requirements of NY State’s new sick time policy and the NYS Covid Paid Family Leave policy. Potential changes to the employees’ handbook are still being reviewed. A discussion with Megan and Janice was held regarding tasks for Megan during Janice’s absence/sick leave. A four month review for Megan was conducted and all the indicators tell us that Megan is doing an outstanding job, despite the challenges of the recent year including Covid and staff turnover.

**LIBRARY DIRECTOR’S REPORT:** See attached report. M. Hegna reviewed highlights of her report, which include: Beth Powers will be working with us up to 25 hours a week for three months through a work program through the VIA. She will primarily be helping us with community outreach, especially targeting our annual auction. She thanked Joan Caruso for gifting the library an IRA distribution of $34,000 which will be used to purchase a new drinking fountain and to support our collection budget over 5 years. The new cabinet donated by Tina Preston will need some loving care from our Hands and is located in our entryway. She reviewed the status of construction grant projects for 2019/2020 (see report). We are waiting approval for the 2020/2021 grant which will include updates to the elevator. The staff room air handling unit is under surveillance and repair by the Hands. The Hands volunteer group was awarded the Community Service award for 2021 by the Westfield-Barcelona Chamber of Commerce, which is the second award they have received. A dynamic calendar has been added to the webpage **[www.pattesonlib.org](http://www.pattesonlib.org)** and Lauren has initiated a new social media platform for teens, “Discord.” The summer reading program for kids has a total of 180 participants, including WACS summer school students. A summer program for adults “Book Bingo” was presented as an action idea. Trustees were asked to share this with friends and to discuss with them which categories they are reading. There was a very positive feedback from a patron regarding the resumption of the informative and organized emails.

**NOTE:** S. Scriven asked that committee chairs forward their written reports to her prior to trustee meetings.

**UNFINISHED BUSINESS:** none

**NEW BUSINESS:**

 **Annual Auction:** There was a lengthy discussion regarding potential possibilities of staging our annual auction. An in-person auction with a meal at Eason Hall was ruled out due to lack of manpower for set up and tear down, as well as potential lack of in-person attendance due to lingering Covid fears. An alternative of an online/virtual auction and/or a silent auction held over time in the library was discussed. It was agreed that a September date would give us more time for planning. Beth Powers then will have time to solicit community/business donations. air**auctioneer.com** is a potential platform to use for a virtual auction. K. Cockram offered to co-chair the auction committee with Sandy Brown.

 **Patterson Society:** D. Hamann reviewed the history of the Patterson Society which included fundraising by annual dues/donations. Tom Vitale attempted to involve a Patterson Society leadership council with three rotating representatives to attend trustee meetings and help with fundraising. Unfortunately, the appeal letter to all community residents that was to be sent in 2019 was never sent. The advantages of this type of outreach for more members was applauded and reaffirmed as a goal. It was agreed that for now, a new appeal letter needs to be drafted and sent to known members in early November. This could include an online appeal. Karen Cockram will work with the fundraising committee and M. Hegna to accomplish this. They also will discuss a possible reconfiguration and involvement of the Patterson Society in fundraising for the library.

 **Amy Stephenson’s retirement:**  The staff has tentatively planned a retirement party for Amy on July 25 at Pine Junction. It was agreed that a fitting gift from the board would be to have each of us purchase one or more children’s books in Amy’s honor for library circulation. Donations can be dropped off at the library. An ice cream social for community families to honor Amy was recommended.

 **Vote for amended endowment policy acceptance:** T. Bennett met with Laura Dealy and another specialist from Manning & Napier to discuss needed revisions to our Endowment Policy. M. Bivens questioned the meaning of the last bullet point of Article 3, “an asset’s special relationship or special value, if any, to the purposes of the Fund”. T. Bennett will double check with Laura Dealy and report back to the board at the September meeting for a vote to approve the policy. A second question by M. Bivens concerned whether the annual draw of 5-7% of the past 10 year average includes the usual fee. It was agreed that the usual fee will not increase our draw above the 7%, as we normally draw at the lower end percentage.

 **Mask policy:** M. Hegna is concerned that, especially for children’s programs, masks are not being worn consistently. The policy (based on state guidelines) recommends masks for unvaccinated persons. Children under 12 are not eligible for covid vaccine yet. It was agreed that increased signage and on site masks available for those children not wearing them may help this situation. Hopefully, this approach will decrease the possibility of library patrons, children and staff getting sick.

**ADJOURN:** The meeting was adjourned at 9:04 by J. Caruso.