

PATTERSON LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
NOVEMBER 11, 2021

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

CALL TO ORDER: The meeting was called to order at 7:01 by J. Caruso.

SEPTEMBER MINUTES: With no additions or corrections to the minutes from September 9, 2021 the minutes were accepted for filing.

TREASURER'S REPORT: See attached report. T. Bennett highlighted that with the current operating balance and expected town, school and endowment monies we should close out the year with a good balance for next year. Income is below the previous estimate, although expenses are as well. The endowment is above four million dollars and has increased \$600,000 in the last twelve months. The report was accepted for audit.

LIBRARY DIRECTOR'S REPORT: See attached report.

M. Hegna reported that the cemetery tour went well weather wise and was enjoyed by both participants and attendees. Besides herself, J. Caruso and S. Brown participated as impersonators. We earned \$743. This was our portion of funds received and divided by the three sponsoring organizations.

The on-line auction netted us \$3,471 in sales and \$825 in donations. Special thanks to M. Rubin, K. Richmond K. Cockram for their help as well as Beth Powers for encouraging donations. It was difficult to get the word out, but overall feedback was mostly positive. 53 businesses and individuals provided donations.

The library was closed on October 18 for a staff development day. Collection management and procedures were reviewed and the teen collection was moved to the first floor.

The status of construction projects was reviewed including the completion of regrading to move water away from the building by RE Kelley. Repointing with new mortar and sealing in the back of the building as well as cleaning of the front cornice has been accomplished. Some rotting wood on window frames was noted by RE Kelley as well. U&S Stark Tech Group will start the installation of the split air conditioning units on November 15. Megan is still working on a wiring solution for the POE to install the door/people counters. Formal approval of NYS FY 2021 Elevator Upgrade Construction Grant was received on October 22, 2021. Tom Berkhouse inspected the

roof and in consultation with Shawn Borello of Garland Co affirmed that the roofing membrane appears to be waterproof. Resealing the roof in five years is recommended as well as having the Hands reseal vulnerable areas around the skylights in the spring.

Tech updates include the installation of network equipment by CCLS and help with the phone system by Bob Geerston.

We are participating in Christmas in the Village again this year which includes a hall of trees. The library will be open 12-4 on Saturday and Sunday and will offer story times and musical events.

Megan reported on sessions she attended at the recent NYLA conference on Nov 5. She was grateful to have this opportunity for education and meeting other local librarians.

Youth programming is very active including story times, "tweevening" teen nights, and continuation of programs on the Discord platform. Plans to combine our Discord servers with other servers in CCLS libraries is underway.

Adult programming includes four active book clubs, a performance by Ekstasis 2.0 and the reopening of the Octagon Gallery for exhibits.

B. Kittle mentioned that CCLS has received a grant addressing tele-health in libraries.

COMMITTEE REPORTS:

FINANCE: T. Bennett and his committee met October 13 and reviewed the Kappler Endowment. He reports that Manning and Napier has set up a mutual fund for this donation which will operate like an endowment. The original donation has increased by 28%. This is specifically for children's literature. The previous 10 year average of our endowment was reviewed to determine the draw for 2022 and \$151,500 will be incorporated into our next budget. Initial budget development was discussed. The committee was not happy with our current audit based on a nonprofessional presentation to the BOT and the committee recommended returning to Kelly Dawson, previous auditor. B. Kittle will supply the committee with the name of the auditor that CCLS is using. Bennett noted the need to decide this issue as soon as possible, as the audit probably would begin in January.

PERSONNEL: M. Bivens and her committee met in October to review and make changes to the Personnel Policy Manual including minor edits and the new adapted paid sick time policy which includes 1 hour of sick leave per 30 hours worked. Maximum paid sick leave can be accrued to 60 working days for all employees. The committee met with the Finance Committee to make recommendations about personnel costs for the 2022 budget. The committee recommended that all employees get a cost of living increase of 5.6% and that Janice and Nancy get substantial raises

to reflect their long tenures at the library. She thanked Megan for her suggestions and formatting skills.

BUILDING AND GROUNDS: See attached report. S. Rudnicki reported that RE Kelley completed the work on the back of the building and provided a quote for \$30,000 for work for needed on the front of the building which hopefully we will work into the next NY State construction grant. As addressed in the director's report, work will soon start on the split air conditioning installation and options for wiring the POE for the counter are being pursued. The sculpture has been painted Chinese Red and he recommends sandblasting before it is painted again. Hands have been busy scraping the second floor walls in deteriorated areas and will soon patch and repaint them. Landscaping continues with the help of Mary and Richard Bivens, Sandy Brown and Joan Caruso. He recommends we consider removing a Sugar Maple tree at the south end of the property that shows areas of concern. P. Holt reviewed his recent work with a land survey regarding old access rights in the rear of the building. There are clear easements, however, topography prohibits its use. Debra Puckhaber has allowed us in the past and will allow us in the future access through her adjoining property with several days notice (verbal agreement).

FORWARD PLANNING: P. Holt reported that the survey of library users and nonusers is still outstanding. M. Rubin reported that there will be different forms for each group. It will be more detailed for current patrons. This survey of the community represents a "best practice".

PATTERSON SOCIETY: K. Cockram felt good about our recent on-line auction attempt. The mailing of the yearly newsletter went out a week early and new brochures are being printed. Postcards are being developed to send out to local nonmembers by December 1, encouraging involvement. To date we have received over \$6,000 in Patterson Society membership dues. The committee found a previous copy of the bylaws and will be reviewing that document.

UNFINISHED BUSINESS: none

NEW BUSINESS:

BUDGET VOTE: See attached budget proposal. A discussion was held regarding several line items. S. Scriven made a motion which was seconded by D. Hamann to accept the proposed 2022 budget and it passed unanimously.

PERSONNEL POLICY VOTE: M. Bivens reviewed the changes to the Personnel Policy which are mainly cosmetic with the exception of what was voted on at the last Trustee meeting. There was some confusion with the wording of hiring new employees. On page 4 under appointment of staff it reads: "Appointments to the staff are made by the Director to positions approved by the Board of Trustees." M. Bivens

made a motion that we replace that sentence with “*All other employees will be interviewed and hired by the Library Director, then formally appointed by the Board of Trustees.*” The motion was seconded by B. Kittle and passed by unanimous vote.

COLLECTIONS PROCEDURES FOR DELINQUENT PATRONS DISCUSSION:

M. Hegna has a patron that has approximately \$1880.00 in non returned materials. She has attempted calling at numerous times and has recently sent a certified letter asking for return of the materials or compensation. The delinquent library account has been restricted throughout CCLS libraries. After discussing this, it was agreed that the patron should be given 30 days to comply and if the issue is not settled at that time, M. Hegna will contact the local police. It was agreed that we have a policy to limit overdue material to no more than \$500.

FACILITY RENTAL DISCUSSION: M. Hegna is unclear about our policy for after hours facility use. Previously the Patterson Library has been used for after hours events; however, there is a need for the parties involved to clean the facility and to pay overtime for one of our employees to be in attendance. It was agreed that a formal policy needs to be developed and this will be referred to the Policy Committee. Several trustees recalled we already have a policy which is pertinent and should be accessed.

ADJOURNMENT: The meeting was adjourned at 8:32pm by J. Caruso.