

**PATTERSON LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
MARCH 10, 2022**

**Present:** M. Hegna (director), J. Caruso (president), B. Kittle (vice-president), S. Scriven (secretary), S. Brown, D. Hamann, J. Johnson, T. Roets, S. Rudnicki, M. Bivens, K. Cockram (Patterson Society)

**Present by Zoom audio and visual:** M. Rubin, C. VandeVelde, L. Dunn, K. Richmond

**Absent:** P. Holt, T. Bennett

Prior to the meeting, M. Hegna introduced a group of teens who spend time at our library. She offered them an opportunity to give feedback concerning their experiences at the Patterson. They applauded the Patterson for the number of activities for teens, being able to use the computers, the variety of books, clubs and being able to hang out with their peers.

**CALL TO ORDER:** The meeting was called to order at 7:01 by Joan Caruso, president.

**JANUARY MINUTES:** With no additions or corrections, the minutes were accepted for filing.

**TREASURER'S REPORT:** See attached report. There were no questions and the report was accepted for audit.

**DIRECTOR'S REPORT:** See attached report. M. Hegna highlighted some of her recent activities which include a presentation at the Zonta Club in Jamestown and a meeting with the superintendent at WACS. There is a possibility that WACS will donate some older computers that we can have available to patrons. She also spoke with Andy Goodell during the Virtual Library Advocacy Week and he was highly complimentary about our library. Regarding training for trustees, this year the trustees will have to document two hours of training and Megan will forward educational opportunities to the board. She verified that the Al Newman paintings from Hurd and Potash will have "no strings attached" and are an appropriate size. Megan heard from an attorney that we may be the beneficiary of a trust, but as yet, there is no amount or timeline known. We have received our annual support check from WACS and an agreement with the Town of Westfield has been signed. She has submitted a request to the Village of Westfield for the same amount as 2021. The new air conditioning units are being installed with further work to be completed in the summer when they will be functioning. The traffic counter has been installed. New computers from CCLS are expected next week. The replacement door closer is working well. A window leak was discovered in the rear of the building and RE Kelly advised that waterproofing on that side of the building needs to be done, as had been done on the other side recently. CCLS has offered two exterior wifi extenders which will enhance our system and will better help track wifi users, which is important for our funding. The American Rescue Plan Act will enable us to have Telehealth equipment in the future. This funding will also be used for two new software options: Niche Academy & Northstar which are online learning tools available to patrons and staff. CCLS is running a trial of a product called Craftsy available to patrons on the the Libby App. Megan highlighted recent programming such as a successful teen Cocoa/Disney Villains Night at Full Strength Coffee and an upcoming Pi Day with story times and mini pies donated by Portage Pie. The "tweens" activities planned had a disappointing turnout, but attempts will be repeated in the summer. L. Abbott attended an ASL toddler training program. There have been some behavior issues in the teen area which led to a temporary closing of the area. Adult programming included two gallery showings, book club discussions, a film presentation, author visits, beach glass workshops and adult gaming opportunities. N. Nixon received a \$750 grant from ASI for "Art Escapes Programming" and the gallery is scheduled through 2024 and

into 2025. The summer reading program this year will be based on graphic novels, comic books and manga and will be called "Discover Visual Storytelling!" A grant application for programming and materials has been submitted. CCLS has provided us with a mobile poetry display which is located on the main level and is fun and dynamic. The trustees were asked to be advocates for state funding, particularly to support construction aid.

**PERSONNEL COMMITTEE:** See attached report. M. Bivens reported that the personnel committee met 3-1-22 to plan and organize a one year review for M. Hegna. The purpose is to recognize Megan's work and time and to review and set goals for Megan, the library, and the trustees. The process and time table were reviewed which includes a survey from staff and trustees which will be anonymous and needs to be returned by 3-22-22. There is a tool for a self survey by Megan. The results will then be collated by the committee and reviewed with Megan.

**NOMINATING COMMITTEE:** D. Hamann advised that the officer slate for the upcoming annual elections is as follows:

President: J. Johnson  
Vice President: J. Caruso  
Treasurer: Tim Roets  
Secretary: Susan Scriven (one year)

**PATTERSON SOCIETY:** K. Cockram reported that she met with H. Stellhorn, K. Barber, S. Brown, J. Caruso, J. Johnson and M. Hegna to begin reorganizing the Patterson Society and setting goals. Goals include updating membership, planning fundraising and reviewing organizational structure and the constitution. A followup membership letter will be sent out soon to previous members who did not respond in the fall. This will be followed by a direct mailing to the community. Open houses will be planned to coincide with First Fridays in Westfield during the summer. Our book sale is planned for July 7-9 (K. Barber will organize), Patterson After Dark or Evening of Fine Taste tentatively for May 7, and our annual auction will be held August 17. A coordinator is needed for this event. A wine and cheese reception for members as well as an ice cream social for members and their families are in the planning stages. The committee plans to meet monthly on the first Monday with K. Cockram as acting president and K. Barber as secretary.

**UNFINISHED BUSINESS:** J. Caruso reviewed a recent trustee inservice that she attended regarding facility management. Trustees were encouraged to look at their facilities through the eyes of all users, to consider emergency preparedness and to have an architectural review of the facility. She emphasized that we are stewards of the Patterson Library and property. Regarding our facility, the following motion was presented by S. Rudnicki.

"I move that in the interest of developing a long range plan for the physical maintenance of our facility, the Building and Grounds Committee and the Director consult with David Walter to discuss the feasibility of an engineering/architectural study and to develop a Request for Proposal to be sent to appropriate firms."

The motion was seconded by J. Johnson. This was followed by a discussion of possible sources to finance such a study. It was noted that this is needed to prioritize work needing to be done to preserve our facility. The motion was passed unanimously.

**NEW BUSINESS:**

Megan was advised by art experts not to place any of the portraits in our rooms under the new air conditioning units. There were no objections to moving the portraits and art to other positions to assure their longevity.

Megan advised the trustees that the Patterson will follow CDC guidelines and local risk levels concerning Covid masking. Signage will be used to inform the public of current CDC masking recommendations needs. There were no objections.

**ADJOURNMENT:** The meeting was adjourned by President J. Caruso at 8:12pm.

Respectively submitted,

Susan Scriven, Secretary

# Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on March 10, 2022

## Community Engagement

In late January I attended a meeting of the **Zonta Club of Jamestown** and presented on virtual tools available for patrons and highlighted some of my favorite reads from the past year.

Lauren Abbott and I met with Superintendent Cipolla and had a tour of the **Westfield Academy and Central School** in February. The intention was to promote our services and meet school library staff, but were unable to speak in depth since the librarian was actively teaching at the time. L. Abbott was a celebrity while visiting the gymnasium, and had a couple students flocking over to say hello. We were also informed that the school is retiring some older Chromebook laptops, and they are willing to donate them to the library. I have been in contact with Mike Jones (CCLS IT) about the possibility of circulating the laptops to patrons for home use.

Virtual Library Advocacy Week was the first week of March. I attended a Zoom meeting with **Assemblyman Goodell**. He made a point to mention how impressed he was with Patterson Library and our Octagon Gallery while attending the Johnson Estate Winery event at the library this past fall.

## Administrative News

February's intense focus was on the **New York State Annual Report**. Feedback from CCLS so far has been positive about my first attempt. I anticipate that my perspective on statistics and record-keeping will shift as I continue to learn what data is required by the State or System, and what data is simply useful to have for community support and proof of value.

The **Al Newman paintings from Hurd & Potash** are indeed 16x20 inches and 20x25 inches, respectively (not feet, which was a voiced concern.) After discussion with the donors they are pleased to gift us the paintings with no encumbrances. Per the Gift Policy, it is within my purview to accept, and I have verbally. When they deliver the paintings, I will let the Board know so that you may come see them.

In late January, I received notification that we are a **beneficiary of a trust from Jean Webster MacFarlane**. Since the estate is still in probate and I did not have an exact amount or timeline, I sent the information only to the Finance Committee. I would like to apologize for not informing the entire Board, as there were some misunderstandings. To date, I have received no more information.

**Public Funding:** We received the 2021-2022 school year support check from WACS. I signed a formal agreement with the Town of Westfield confirming their \$47,000 support for 2022. I have also submitted a request for funding to the Village of Westfield for \$40,000 for 2022. These amounts are all steady from 2021 and approved with the 2022 Budget in November.

## Facility News

### FY 2020 Grant:

- Wiring and condensate lines have been run for the **new A/C units**. I have been told there is still some electrical work to complete, but have not been given an updated timeline. The mechanics anticipate waiting to commission the equipment until it is needed.
- The **traffic counter install** has been scheduled for March 9<sup>th</sup>.
- Delays with production from Dell has meant that we are still waiting for the **new computers and equipment** to arrive before CCLS IT can schedule install.

Jackson's Locksmithing have successfully installed our **replacement door closer** for the interior addition door. Total cost was \$2,884.

On February 2nd, I was notified of a **window leak in the Crandall Room** (Archive Meeting Room.) This was a day of heavy snow melt, and it appeared to be dripping into the upper window sill and through into the building. RE Kelley has been notified and Don Warda has visited to take pictures of the area so he can write up a quote for the repair. It will most likely be an extension of the same work we had completed on the West (back) side of the building.

## Technology News

CCLS has been providing us a wealth of extra services in the last few months. M. Jones has secured pricing on **exterior wi-fi extenders**. Usually running \$700 apiece, we have been given the opportunity to buy two at \$60 apiece. These will need to be mounted and have electricity run to them outside, but once installed should increase our wi-fi signal by at least 500 ft each (picture 1-2 football fields.) Wi-fi sessions are measured on our Annual Report, which means more log-ons directly affect our funding through the state and system.

CCLS is still working on procuring tele-health equipment for its libraries using American Rescue Plan Act funding. **ARPA funds** are also being used to fund two new software options: *Niche Academy & Northstar*. Both are online learning tools available to patrons and staff that I'm eager to explore. CCLS is also running a trial of a product called *Craftsy* available on the *Libby* App. *Craftsy* provides craft tutorials and how-tos, and is available now for anyone with a CCLS library card.

## Programming News

### Youth Services Highlights:

- Teen Cocoa/Disney Villains Night at Full Strength Coffee "was a BLAST," with 8 teens attending. Full Strength staff also had a great time and said they would be happy to do it again. Full Strength Coffee is also willing to provide coupons to the teens as part of the Summer Reading Program.
- A visitor from Jamestown (who attended Baby Story Time) commented that we're now the only library offering Friday morning programming.
- 4 teens trudged through deep snow to get to Dungeons and Dragons. A miniature figure painting class is planned for March.
- Portage Pie will be making little mini pies to hand out with storytime on Pi Day.

- Tween book club had two disappointing no-shows. L. Abbott is hopeful about attempting again in July. She will poll any parents in attendance on their potential continued interest.
- L. Abbott attended a virtual American Sign Language Toddler Program Training. She is working on incorporating the new skills into her story times.
- Some behavior issues have arisen, with tweens and teens leaving the Teen Area messy. L. Abbott preemptively closed the Teen Area for a week. Directly because of that, one pair of littler tweens took the time to clean up everything they'd gotten out in the Children's Area. She is hopeful that we're training them to respect the area. For the next month teens will "sign in" to use the space, and hopefully police each other.

#### Adult Programming Highlights:

- Octagon Gallery presented Hyla Stellhorn and SUNY Fredonia Stage Designers "Setting the Stage: Design for Theater" (Jan. 14 – Feb. 4) & Sarah Brown Millspaw presents "My Own Little World- Creating through Quarantine" on view until March 11.
- 5 Book Club discussions.
- Celeste Elliot and Joanne Mansfield presented their film, The Spirit Room of Lily Dale, funded by a Decentralization Regrant
- Author visits from Shannon Reber and Isaiah Rashad III.
- A series of Beach Glass Jewelry Creation Classes with Artist Barbara Legge
- Patron-led *Adult Gaming* continues. We also held a short series of patron-led *Drop-In Bridge* that will not be continuing due to low attendance.
- Nancy Nixon Ensign received \$750 grant from ASI for "Art Escapes Programming." Planned participating artists include: Audrey Kay Dowling, Marcia Merrins, Susan Gutierrez, Katherine Galbraith, Melissa Meyers, and Barbara and Grace Journaling.
- Octagon Gallery is now scheduling for 2025 (2022-2024 is fully selected and booked)

#### Summer Reading Plans:

Nancy Nixon Ensign, Lauren Abbott, and Rebecca Snyder are planning a unique and exciting Summer Reading theme. This summer we will be exploring graphic novels, comics, and manga as we "Discover Visual Storytelling!" Our intention is to validate young people's love of this genre of storytelling and encourage older patrons to learn about the layers of meaning involved with visual storytelling. Plans are underway to bring in speakers from local colleges to discuss graphic novels as an art form, zoom visits with an Australian author and artist, and workshops on manga and anime art formats.

Rebecca Snyder spearheaded an impressive application for the Will Eisner Innovation Grant. If awarded this prestigious national grant we will be able to greatly expand our graphic novel collection, begin an annual Art Contest, and commission works for the Teen Area highlighting aspects of Westfield's history in different graphic novel styles. But, with or without the grant, we think this unique take on Summer Reading will be quite popular.

#### Did you know? **Visit "Traveling Stanzas" in our Reading Room.**

L.J. Martin (CCLS outreach) approached L. Abbott with an opportunity to display an interactive poetry exhibit. We realized it was languishing in the story time room, and adult patrons would enjoy it as much

as the children. In addition to looking beautiful in the Reading Room, "Traveling Stanzas" encourages visitors to pick up and move the wooden word blocks to create dynamic poetry.

**Action Idea:** *Contact your representatives to fully fund libraries.*

Ask for library operating aid to be supported at or above state mandated levels!

Encourage support of construction aid in the amount of \$45M. There are currently \$1.5 billion in construction needs across the state and \$17M within CCLS alone. Over half of New York's libraries are over 60 years old. Investments allow libraries to invest in energy-efficiency and support the local construction industry.

**How?** Talk about Patterson Library; how we support the community and what we have going on at the library. Sharing stories is a powerful thing that can help sway legislators. Use this website to easily share your story with multiple representatives <https://cqrcengage.com/alany/app/share-your-story?0&engagementId=513393>