

## **Patterson Library**

### **Minutes of the Board of Trustees**

**March 9, 2023**

**Present:** J. Johnson (President), J. Caruso (Vice President), T. Roets (Treasurer), S. Scriven (Secretary), M. Bivens, J. Spann, D. Hamann, S. Rudnicki, B. Kittle, M. Hegna (Director)

**Zoom attendees:** C. VandeVelde, K. Richmond, L. Dunn

**Absent:** P. Holt, M. Rubin

**Call to Order:** 7:02 It was determined that a quorum was present

**Minutes:** Minutes of the Jan 12 meeting were corrected to include the addition of K. Richmond as a Zoom attendee. Under the Director's report, per D. Hamann, it was her intention to question if Family Court is not held in person, that a family member could use the computer in the archives to attend if they did not have a computer at home. With these corrections the minutes were accepted for filing.

**Library Director's Report:** *See attached report.* Additionally, the credit card that was recently compromised has been replaced.

**Treasurer's Report:** *See attached report.* T. Roets reports that the operating account currently has roughly \$55,000. The capital account should "pay back" the operating account \$30,000 which was loaned in January 2022. Money is being saved on the current lighting project by the "Hands" replacing light bulbs. The endowment account is up slightly since the end of last year. T. Roets moved that we draw \$77, 000 in May instead of June. This needs to occur as the first quarter withdrawal did not occur as there was enough money in the operating account at that time. This was seconded by J. Caruso and the motion passed unanimously.

### **Committee Reports:**

- **Building and Grounds:** *See attached report.* S. Rudnicki reported that the "Preserve NY" grant application should be submitted by the week of March 20. A discussion of potential

projects for the next CCLC construction grants followed. Potential ideas included relocating the book drop and adding double glass panes at the entrance to the library and making the mezzanine area wheel chair accessible. The portico upgrade is another possibility. It was noted that grant applications will need to be submitted by early summer. There was consensus that investigating the placement of an AED and proper training be pursued. T. Roets will look into grants and M. Hegna will check with the American Red Cross for ideas. The Building and Grounds report was accepted for filing.

- **Patterson Society:** J. Spann reported that the Patterson After Dark event will be held on May 13 and planning is underway led by K. Richmond. She is being assisted by Carolyn Thomas. M. Hegna is working on printing tickets and distributing them to trustees.

#### **Unfinished Business:**

**Preserve NY Grant:** J. Johnson and S. Rudnicki spoke to a grant administrator from Preserve NY who assured them that the needs assessment to preserve our building is appropriate and likely to be funded at some level. Flynn Battaglia was selected by the Building & Grounds Committee as the consultant to do the building conditions report. We are submitting the application for the grant now and in mid-June **Preserve NY** will select their grantees. If we are selected the report will likely be completed before the end of the year.

#### **New Business:**

**Policy Approval Votes:** (see attached policies). J. Caruso explained that the NY Library Association mandates some policies and recommends what needs to be included in other policies. She and M. Hegna have prioritized the policies, based on their guidance and our needs, and hope to have five ready for votes for acceptance at each meeting this year. See attached policies.

1. **ALA Library Bill of Rights/Freedom to Read/Freedom to View:** J. Caruso moved that we accept the attached policy. The motion was seconded by S. Scriven and passed unanimously.
2. **Operations and Closure Policy:** After discussion the policy was amended. #2 will read: Every effort will be made to honor the schedule of operations, but emergency closings may occur.

Closings for any reason shall be determined by the Director after consultation with the President of the Board of Trustees (or the Vice President, if the President is inaccessible). Points a, b, and c will be eliminated. J. Caruso moved that we approve the amended policy and J. Johnson seconded the motion. It passed unanimously.

3. **Trustee Education:** J. Caruso moved that we accept the attached policy. This was seconded by J. Johnson and passed unanimously.

4. **Patron Code of Conduct:** J. Caruso moved that we accept the attached policy. The motion was seconded by M. Bivens and passed unanimously.

5. **Unattended Child Policy:** J. Caruso moved that we accept the attached policy. The motion was seconded by T. Roets and passed unanimously.

**Other Business:** M. Hegna reported that we are awaiting more information concerning the Jean Webster MacFarlane Trust that named the Patterson Library as a beneficiary. She has been in contact with the attorney. J. Johnson thanked M. Hegna for updating the Patterson website "About Us". There will be a password protected section which will include trustee info, policies, minutes, etc.). Kudos as well to Rebecca Snyder's monthly e-newsletters.

**Adjournment:** With no further business, the meeting was adjourned at 8:22pm.

Respectfully submitted, Susan B. Scriven, Secretary

Patterson Library Board of Trustees Meeting March 9, 2023

#### Building and Grounds Report

The elevator work by Schindler has been completed except for the installation of the phone. A line was run by the Hands from the main phone board in the shop to the elevator motor room.

A new fan has been installed in the elevator motor room by the Hands? Some adjustments are still needed.

We talked about a new book drop to be placed at the addition side of the building. It was discovered that the glass there is only single pane. That would be a good project in the future to replace that with double pane glass for energy efficiency. We are looking into getting an estimate to install a book drop from a glass company. They may be able to cut the existing glass for the opening.

We are still trying to contact Simpson Electric regarding the LED light replacements.

The grant application for Preserve NY for the Building Condition Report needs to be completed by next week.