

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
January 10th 2024 7:00 PM

Meeting Canceled

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
February 7th 2024 7:00 PM

MEETING CALLED TO ORDER @ 7:02

Jim Babcock- present Mary Covell- present Kevin Doherty- present
Veronica Morgan- excused Rachel Hicks- present Allyson DeBoard- excused
Dawn Squicciarini- present Linda Weller- present Sandra Walter- present
Betty Sue Miller- present

REVIEW and ADOPT AGENDA Motion

Motion to accept the proposed Agenda as is by Kevin,
2nd Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

No members of the public at this time

REVIEW and POTENTIAL ADOPTION Motion

Minutes from regular Meeting held on December 13th, 2023

Motion to accept as they are by Rachel,
2nd Mary- unanimous

DIRECTOR'S REPORT Information

Window Treatments Some of the window treatments have been replaced already, and the rest are scheduled.

Betty Sue is asking at this meeting for the Board's approval to finish this project as the quote is just above her

discretionary amount for all the windows in the building.

Kevin moved to have Drapery Industries complete the replacement of the remaining shades at the quoted price,

2nd by Jim- unanimous

Linda thanked Betty Sue for all the work that went into this project to make sure they are the best option.

Betty Sue also shared that the previous digital literacy partnership representative with Cornell Cooperative

Extension has left the area. She shared the use of the hotspots (currently there are two, with a third on the

way), and there does not seem to be too much use of them. There was some discussion about the County's

internet project, and if there was a way to be a part of that. Betty Sue will look into it for future plans.

Betty Sue shared that a board member's family in another location has a cooperative library summer program,

where all of the libraries participate and there is a 'passport' which is stamped at each library visited in the system. Betty Sue will keep looking into this and is happy to listen to suggestions from anyone who has an idea on this topic.

Betty Sue shared the list Joanna created about the duties she performs for the library on a monthly basis.

There was a discussion around the table about the need for some type of formal document, if nothing else to

cover the library if/when they need to replace Joanna for these services.

Betty Sue will check with Millenium Roads on a certificate of insurance, to confirm there is one in place for these services.

Betty Sue shared that this weekend the library was very full, with several groups in attendance, a playdough

group in the children's library, and a professor from RIT to speak about the upcoming eclipse.

Betty Sue also shared, not from the report, multiple incidents with a patron and her dog which she said was a

service dog. The dog jumped on another patron, growled at others, off of his leash bothering people, and

generally caused a scene. Betty Sue did review the policies from NYS and ADA, to confirm she had acted

correctly in this situation.

Betty Sue shared that many local businesses and all of the area schools will be closed for the solar eclipse on

April 8th of this year. The county, the village, and many of the local schools are planning programs for this day.

Betty Sue asked if, instead of trying to have a competing activity, should the library close for the day or even

part of the day for the event. Especially because Albion is within the path of totality, there could potentially be

an immense amount of incoming tourists. There was discussion around the table about the use of the library

the day of- how many potential patrons, new library users or supporters, and how many people would only use

the parking lot and the bathroom.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information

Bonadio was out for a day to collect information in order to complete their audit. Rachel reminded

everyone they will present their audit directly before the March meeting, and then present again for the public

Rachel shared that Elizabeth will contact the school to be placed on the ballot for the school board vote. More accurate groupings of expenses will be done by Joanna, but she is waiting until after the audit is complete/presented to make any changes. Rachel shared that with the approvals from the board, she spoke with a financial advisor, but they were waiting on the board to approve the investment policy before they could move forward with creating an investment plan for the library. Rachel said the committee is planning to contact multiple financial advisors for a proposal for the library to review, but that the committee is dedicated to staying as local as possible for this. She also said to please reach out to her if someone has a name or recommendation of a person she should reach out to for this.

PERSONNEL COMMITTEE Information

Did not meet this month

LOCAL HISTORY COMMITTEE Information

Sandra has some information about the Medina hospital, and is working with Dee on information about Arnold Gregory. She plans to be done by the end of this month and ready to move forward.

NOMINATIONS and ELECTIONS COMMITTEE Information

Motion Election Protocol approval - Attached in packet

Elizabeth reminded the board that this year will have two open positions. The election protocol is included in the board packet, and has not really changed much beyond the dates from the last few years.

Linda read through the timelines for this year, and it was noticed that there was a conflict with the dates.

Kevin moves to accept the election protocol as shared, except to move the due date of the petitions to 5pm on Friday, April 5th, 2024-

2nd Jim- unanimous

PLANNING COMMITTEE Information

BUILDING AND GROUNDS Information

Did not meet this month

FRIENDS OF THE LIBRARY Information

The Friends did not meet this month, but did share with Betty Sue that they welcome any ideas on how to revamp their Tasty Treats. There was some discussion around the table of options, changes, and

how other area, and out of area, fundraisers work and how much they charge for events like this.

OLD BUSINESS Information

- Print all meeting docs for Veronica

Reviewed last meetings to do list, shared the info and retained three items to complete by next meeting.

NEW BUSINESS

Linda shared that the school, due to construction, would like to have the school board vote at the

library this year on May 21st. There was discussion around the table about the events that usually

take place at the vote, including the FFA chicken BBQ and, potentially, a marching band presentation.

Many board members shared that they would love to have more community activities here and to

strengthen the partnership with the school. Betty Sue was asked to reach out to Mr. Edwards and

share that the library would welcome this year's vote, and the accompanying activities, for this year. If

this year is successful, the board sees this as a potential long term partnership barring any problems

that arise in this first year.

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the

President, Director and Assistant Director as part of official board business. All minutes are sent to

committee members and filed.

UPCOMING EVENTS

Items to be added to next agenda:

Action Items for Next Meeting :

- Betty Sue will reach out to the attorney to set up a face to face meeting with him, herself, and Linda to begin these changes (molestation policy, GL account, new applications, and other policy changes).
- Buildings and Grounds will look into installing sound dampening panels for the ceiling-
- Kevin will update the spreadsheet Linda has already created with the trainings for this year/board
- Betty Sue will reach out the Mikey Edwards to discuss moving the school board vote to the library for this year

ADJOURNMENT-

motion made by Jim @8:15pm,

2nd by Mary- unanimous

**Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
March 13th 2024 7:00 PM**

CALL TO ORDER @ 7:02

Jim Babcock- present Mary Covell- present Kevin Doherty- present
Veronica Morgan- absent Rachel Hicks excused Allyson DeBoard- present
Dawn Squicciarini- present Linda Weller- present Sandra Walter- present
Betty Sue Miller- present Elizabeth Haibach- present

Audit Report by Bonadio Group- presented by

Please see Report presented by Bonadio & Co., LLP Certified Public Accountants

Presented as unbiased report- no changes suggested

No significant changes or policy updates this year.

While overall, due to some changes in staff funding in the budget for new positions and COLA, there was a deficit of \$89K, this includes the parking lot maintenance and \$150K in the depreciation of equipment

There is also a line item for liabilities, meaning the EV chargers.

There are no new recommendations for this year, as policies were reviewed and updated prior to the audit. It was also noted that the final 990 form has been completed, with answers consistent to previous years, and is a public document. Betty Sue asked how much of this information is required to be shared on the Library's website, and she was informed that when everything is signed and finalized, Chelsey will send her a public disclosure form, with individual names removed and that document may be shared and posted on the website as is its purpose.

Thanks and appreciation for the work the Bonadio Group did for the audit and throughout the year was noted.

Kevin moved to accept the audit as presented, authorize President Linda Weller to sign the 990 form and request the Bonadio Group provide the Public Disclosure form, 2nd Mary- unanimous

REVIEW and ADOPT AGENDA Motion

Motion to accept the proposed Agenda

Moved by Mary, 2nd by Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

No one present at this time
REVIEW and POTENTIAL ADOPTION Motion

Minutes from regular Meeting held on February 7th 2024
Motion by Jim,
Seconded by Mary- unanimous

DIRECTOR'S REPORT Information In Packet- please ask if you have any
specific questions

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information

Documents in packet -Rachael, as the treasurer, is shopping around the recently adopted investment policy to different entities. At this time she is the single contact person for this endeavor, so there is no confusion or overlap between conversations.

PERSONNEL COMMITTEE Information Did not meet

LOCAL HISTORY COMMITTEE Information

Is meeting with Dee on Monday. Linda asked Sanrda so send out what they are working on for the board to review and interest.

NOMINATIONS and ELECTIONS COMMITTEE Information

Signature forms will be available at the circulation desk tomorrow, with two seats up for election. Kevin reminded everyone that a person does not need to use the form the library provides as long as they have 25 signatures with the correct information included.

PLANNING COMMITTEE Information

Did meet this month, and Dawn provided some of the previous information included in the handbook. They met with Elizabeth to make some goals and make plans for the future. Betty Sue shared some suggestions from the attorney about how to word things to protect the library as a guide, but not to be so specific that any change requires board review and approval, or ties the hands of the staff

before acting.

BUILDING AND GROUNDS Information

Did not meet, but an acoustic tile maker came out to review existing products and potential future needs. Kevin shared one of the 'clouds' needs replacing and something for the ceiling in the current meeting room are the only real needs they saw.

Jim also suggested that Jim, Kevin, Elizabeth, and someone else if wanted, need to do a walk around the building in full to look for potential damage/areas in need of repair.

FRIENDS OF THE LIBRARY Information

Their minutes for the past two meetings were added in the board packet. They are looking for alternatives to Tasty Treats, though nothing has come up yet.

OLD BUSINESS Information

Print all meeting docs for Veronica

- Betty Sue met with Mickey Edwards today and Mr. Grillo last week to coordinate the Summer Parks Program, Albion's Summer School, and the Summer Reading Program. There was some talk about field trips, sending reading logs to the school, and creating memory jars as part of the Reading Program's activities. Betty Sue noted that Mr. Edwards and Mrs. Curtain were both very excited to work together with the Library.
- There was discussion around the table about being open for the eclipse. **Motion** Jim moved to have close the library on April 8th due to the eclipse,
2nd by Allyson- 5 in favor, 2 opposed
- Betty Sue presented the annual report to present to the school before the vote **Motion** Kevin moved to for the board to accept,
2nd Sandra- unanimous

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed. Attendance is required at the monthly board meetings. Please notify Linda or Betty Sue if you are unable to attend.

UPCOMING EVENTS

Items to be added to next agenda:

Action Items for Next Meeting :

- Buildings and Grounds, with Elizabeth and Betty Sue, will complete a walkthrough of the property before the next meeting to look for any upkeep needs
- Jim will meet with Betty Sue to look over the vents

ADJOURNMENT @ 8:09

Moved by Jim, 2nd by Mary- unanimous

**Approved
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 10th 2024 7:00 PM**

CALL TO ORDER @ 7:00

Jim Babcock- present	Mary Covell- present	Kevin Doherty- present
Veronica Morgan- present	Rachel Hicks- present	Allyson DeBoard- present
Dawn Squicciarini- present	Linda Weller- present	
Sandra Walter -excused	Betty Sue Miller- present	

REVIEW and ADOPT AGENDA

Motion

Motion to accept the proposed Agenda **Kevin moved, Jim 2nd- unanimous**

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on March 13th 2024

Kevin moved to accept as presented, 2nd Mary- unanimous

DIRECTOR'S REPORT

Information

School board elections will definitely be held here this year, and the accompanying District Art show will also be here at the same time.

Conversation about the policy handbook, and additional window shades.

Betty Sue shared details in the report, about a Holley high school student who is interested in working on a local history project. Betty Sue may also look into a summer only, closed time project, for her to scan documents into the newly donated scanner.

Shut in services talk at the Batavia Catholic Charities- Betty Sue will give

Detailed list of computer and technology updates are also in the report- everything works together now!

There was a leak in the sprinkler system- has a temporary fix, proposal for additional, permanent fix.

Tim Newton's crew fixed up the lawn in preparation for the nice weather.

Already have multiple programs set up for the summer reading programs.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Plumbing issue- full repair is \$1,400 so under Betty Sue's limit

Morgan Stanley has still not rolled over b/c meetings with two new advisors (Ben and Victoria Tabor) in the next few weeks and so is waiting until after those to make further decisions.

NIOGA annual meeting is coming up- Board members will pay for their own tickets if they choose to go, but employees will be covered by the library.

Line of Credit- committee feels it should be utilized a few times a year, at least two, even if the library has the money, to keep it fluid and usable. One suggestion would be use the line of credit for

PERSONNEL COMMITTEE

Information

LOCAL HISTORY COMMITTEE

Information

NOMINATIONS and ELECTIONS COMMITTEE

Information

• Trustee petitions

4/9- verified petitions for Kevin Dhoerty, Carole Patterson, and Jim Babcock. A 4th person was not qualified due to not living in the service area of the library, as required by the bylaws. Elizabeth emailed that person to inform them of the disqualification and reason, but invited them to participate with the library in other ways.

• Ballots

Linda drew names from a basket for the order in which names will appear on the ballot.

#1- Kevin Doherty

#2- Jim Babcock

#3- Carole Patterson

The next step is for candidates to send their bio to Elizabeth for her to place on the website.

PLANNING COMMITTEE

Information

BUILDING AND GROUNDS

Information

Window cleaning will take place with a new company this year. Elizabeth will call the window cleaners. Jim and Kevin inspected the vent and it needs to be looked at again before it can be fixed.

FRIENDS OF THE LIBRARY

Information

Did not meet this month

OLD BUSINESS

Information

- Print all meeting docs for Veronica

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

May 6, 7pm: Hoag Library Annual Meeting

May 8th, 7pm: Monthly Board Meeting

May 21: ACS District Budget Vote

May 23: Nioga Annual Meeting

October 16 & 23: Trustee Training

Items to be added to next agenda:

Action Items for Next Meeting :

- Linda will reach out to John Nutter about the progress of the policy book
- Elizabeth will contact Wash Rescue about window cleaning
- Buildings and Grounds will further investigate the vent to report on next meeting
- Three candidates will send Bios to Elizabeth for her to put on the website

**ADJOURNMENT @ 7:35- moved by Kevin, 2nd by Jim- unanimous
2023 - 2024**

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Kevin Doherty - term exp 2024

Jim Babcock - term exp 2024

Dawn Squicciarini - term exp 2025

Mary Covell - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Morgan term exp 2027

Allyson DeBoard - School Appointee

Walter ~ Village Appointee

Veronica
Sandra

Committee List

Buildings and Grounds:

Kevin Doherty ~ Jim Babcock ~ Rachel Hicks

~ This committee meets each quarter unless needed

Finance:

Linda Weller (required) Rachel Hicks ~ Kevin Doherty

~ This committee currently meets once a month week before meeting

Local History:

Veronica Morgan ~Sandra Walter ~ no schedule

Nominations and Elections Committee:

Veronica Morgan ~Sandra Walter

~ This committee meets January through April

Personnel:

Dawn Squicciarini ~ Mary Covell

~ This committee meets bimonthly or as needed

Planning:

Dawn Squicciarini ~ Kevin Doherty ~Mary Covell

~ This committee meets monthly to establish 1 and 5 years plans

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
May 8th 2024 7:00 PM

Meeting Canceled

**Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
June 12th 2024 7:00 PM**

CALL TO ORDER @ 7:05pm

In attendance:

Jim Babcock	Mary Witkop	Carole Patterson
Veronica Morgan	Rachel Hicks	Allyson DeBoard
Dawn Squicciarini	Linda Weller	Sandra Walter
Betty Sue Miller		

REVIEW and ADOPT AGENDA

Motion

Motion to accept the proposed Agenda Dawn Squicciarini
Second Mary Witkop

Approved

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Motion to accept minutes from regular Meeting held on April 10th 2024 Jimmy Babcock

Second Mary Witkop

No May Meeting due to Annual Meeting

DIRECTOR'S REPORT

Information

Betty Sue reviewed upcoming events for summer reading, including story walks and having more afternoon activities to allow summer school students more access.

BettySue is very excited about our library being welcome to work with the school's summer school program. Students from school will attend activities weekly.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Did not meet

PERSONNEL COMMITTEE

Did not meet

LOCAL HISTORY COMMITTEE

Did not meet

NOMINATIONS and ELECTIONS COMMITTEE

Kudos to the election committee for a well run election.

PLANNING COMMITTEE

Did not meet

BUILDING AND GROUNDS

Did not meet

FRIENDS OF THE LIBRARY

Information

Micheal Weller has been attending the Friends meetings and has shared some exciting ideas; a possible wine tasting in the fall, and working with Gary Simboli for a community Christmas program/activity.

OLD BUSINESS

Information

Print all meeting docs for Veronica and Carole

NEW BUSINESS

All committees are verified. If there is an issue, please notify Linda or BettySue ASAP.

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

October 16 & 23: Trustee Training

Items to be added to next agenda:

Action Items for Next Meeting :

- Linda will reach out to John Nutter about the progress of the policy book: basically, he is apologetic
- Buildings and Grounds will further investigate the vent to report on next meeting : Trane should be here either this week or next.

Action for next mtg:

- Possibly creating a non-voting board member position (emeritus) for Kevin Dougherty due to his vast knowledge of the workings of the library and policy.

- Personnel will meet to discuss this
- Building & Grounds should be available for Trane when they check the vent

ADJOURNMENT @ 7:52

Motion Jimmy Babcock

Second Mary Witkop

2024 - 2025

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Veronica

Morgan term exp 2027

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Committee List

Buildings and Grounds:

~ This committee meets each quarter unless needed

Finance:

Linda Weller (required)

~ This committee currently meets once a month week before meeting

Local History:

~ no schedule

Nominations and Elections Committee:

~ This committee meets January through April

Personnel:

~ This committee meets bimonthly or as needed

Planning:

~ This committee meets monthly to establish 1 and 5 years plans

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
July 10th 2024 7:00 PM

Meeting Canceled

TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
August 14th 2024 7:00 PM

Meeting Canceled

Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
September 11th 2024 7:00 PM

CALL TO ORDER @ 7:21pm

In attendance:

Jim Babcock- present Mary Witkop- present Carole Patterson- present
Veronica Morgan- absent Rachel Hicks- present Allyson DeBoard- present
Dawn Squicciarini - excused Linda Weller - excused Sandra Walter - excused
Betty Sue Miller- present

REVIEW and ADOPT AGENDA

Motion

Carole made to accept the agenda as is, 2nd by Racheal- unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Motion to accept minutes as they are from regular Meeting held on June 12th 2024 by Allyson,
2nd Jim- unanimous

DIRECTOR'S REPORT

Information

Betty Sue reached out to two different attorneys in regards to re-doing the board policy book. She has a meeting set up in the future with one, and has already spoken to the other who is going on leave soon.

Jim is working with Betty Sue to complete some grant forms for building reimbursement for projects.
Discussion of the Summer reading program and the Story Walks around town- in general it was successful, and there was some discussion of moving the main street/ court house story. Also, the visitors from other libraries were very fun and impressed with the building.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Insurance increase in renewal of \$850 annually, to keep up with inflation so the committee sees it as valuable to keep.

Another 60 day CD- waiting for a presentation with the financial advisor options.

Setting up a time for McPhearson to give his presentation

Elizabeth has already started working with Joanna to make sure no line items are in need of increase, and it is mainly the water bill that needs a large adjustment. With this, the Hoopla costs have gone up to over \$900 monthly. Betty Sue and Elizabeth shared how they adjust some of the buying of physical books, but this line item may also need to be adjusted more than others.

Elizabeth sent the invoice to the school for the tax payment, and the committee will meet with Elizabeth later this month or next month (after the next round of reports) to begin building the budget.

PERSONNEL COMMITTEE

Information

Did not meet in August

LOCAL HISTORY COMMITTEE

Information

Not present at this meeting.

Betty Sue shared some of the donations received over the summer.

NOMINATIONS and ELECTIONS COMMITTEE

Information

Nothing for this time of year

PLANNING COMMITTEE

Information

BUILDING AND GROUNDS Information

Covered in the Director's report-

The baffles (the cloud things in the main library)- A quote to replace them has been received \$22,000, and Jim recommends that is something the board should not do. He is going to inspect the ones that have fallen down and try to figure out a way to fix the baffles rather than replacing them.

FRIENDS OF THE LIBRARY

Information

Did not have an August meeting

OLD BUSINESS Information Print all meeting docs for Veronica and Carole

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

October 16 & 23: Trustee Training

Items to be added to next agenda:

- Betty Sue will report on progress with lawyers
- Betty Sue will report on progress with

Action Items for Next Meeting :

- Board members need to take the NIOGA cyber-security training
- See two action items above- both for Betty Sue

Action for next mtg:

- Possibly creating a non-voting board member position (emeritus) for Kevin Doherty due to his vast knowledge of the workings of the library and policy. **This has been tabled until the next meeting when Linda is present**

ADJOURNMENT @ 8:01

Motion made by Jimmy Babcock, 2nd by Rachael- unanimous

2024 - 2025

President - Linda Weller **Vice President**- Mary Covell
Secretary- Dawn Squicciarini **Treasurer**- Rachael Hicks

Carole Patterson - term exp 2028
Dawn Squicciarini - term exp 2025

Jim Babcock - term exp 2028
Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026
term exp 2027

Linda Weller - term exp 2026
Allyson DeBoard - School Appointee

Veronica Morgan

Sandra Walter ~ Village Appointee

Committee List

Buildings and Grounds:

~ This committee meets each quarter unless needed

Finance: Linda Weller (required as President)

~ This committee currently meets once a month week before meeting

Local History:

~ no schedule

Nominations and Elections Committee: ~

This committee meets January through April

Personnel:

~ This committee meets bimonthly or as needed

Planning:

~ This committee meets monthly to establish 1 and 5 years plans

Meeting Minutes Of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
October 9th 2024 7:00 PM

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

Sidney Sheldon

CALL TO ORDER @ 7:02pm

In attendance:

Jim Babcock- excused Mary Witkop- present Carole Patterson- present
Veronica Morgan- absent Rachel Hicks- excused Allyson DeBoard- present Dawn
Squicciarini- present Linda Weller- present Sandra Walter- present
Betty Sue Miller- present Elizabeth Haibach- present

REVIEW and ADOPT AGENDA Motion Motion made to accept as is by Mary, 2nd by Carole

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION Motion Motion to accept minutes from regular Meeting held on September 11th 2024

- note to have changed the 'main street story' to 'court house story walk'- after discussion with board members in att
- Dawn moved to accept as is, 2nd Mary- unanimous

DIRECTOR'S REPORT Information Betty Sue shared more details, as are in her Director's report, about working with Ibrahim Tareq (recommended by Gretta). She has already received his first rough draft.

Betty Sue shared that she is also looking into information about a new printer/copier/fax machine/etc. Mary shared that she is able to check out the state contract to see what options are available through that option.

Betty Sue shared that there are already 8 students receiving tutoring services here at the library, some for the remainder of the school year. She said there have been no problems and does not anticipate any, but she will keep the board updated.

Betty Sue went to the Albion School and met with several freshman English classes. Betty Sue took Mike Magnusen with her to become accustomed to working with the Librarian and English teachers there.

Elizabeth met with Tim Newton about the plowing contract.

Dawn moved to accept the bid from Tim Newton with an increase iao \$1,000 from last for year snow removal and related services, 2nd by Sandra.

REPORTS and REQUESTS FROM COMMITTEES Information

FINANCE COMMITTEE Information Did not meet this month

PERSONNEL COMMITTEE Information Did not meet this month

LOCAL HISTORY COMMITTEE Information Sandra asked about the purpose of this committee, especially in light of all the work Dee does regarding local history. There was discussion about ways the committee

NOMINATIONS and ELECTIONS COMMITTEE Information Did not meet

PLANNING COMMITTEE Information Did not meet

BUILDING AND GROUNDS Information Covered in the Director's report

FRIENDS OF THE LIBRARY Information Mike Weller is the new representative from the library to these meetings. He is looking into buying new chairs for them. They also discussed the upcoming Tasty Treats evening, though catering has not been decided.

OLD BUSINESS Information Print all meeting docs for Veronica and Carole

NEW BUSINESS

- Possibly creating a non-voting board member position (emeritus) for Kevin Doherty due to his vast knowledge of the workings of the library and policy. Dawn and Mary both shared their thoughts and thanks for Kevin's vast knowledge of the library and of procedure. Some people shared that they have concerns about creating a position for a person who has not been voted in by the taxpayers. There was also discussion around the table about how a member of the public can be called upon to share their knowledge with the board- that a position does not need to be created in order for the library to learn from the knowledge of another person. Linda shared that this discussion helps her better understand the position of the board members and the community the library serves. She also shared that she would like Mr. Doherty to come in to speak with the current board about the differences between a Free Association Library (which the Hoag is), vs a traditional library. Betty Sue shared that this difference came up in her conversation with Mr. Tariq.

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

October 16 & 23: Trustee Training- board members may work here in the library, as the trainings are only available at those

Items to be added to next agenda:

- Possibility of having Kevin Doherty come explain the differences of a Free Association Library

Action Items for Next Meeting :

- Betty Sue will reach out to the atty to ask how other libraries handle acquisition policies
 - Board members need to take the NIOGA cyber-security training (as above)
- Linda will reach out to Kevin Doherty about speaking at next month's meeting

ADJOURNMENT @ Sandra moved to adjourn at 7:51, 2nd by Allyson- unanimous

2024 - 2025

President - Linda Weller **Vice President-** Mary Covell

Secretary- Dawn Squicciarini **Treasurer-** Rachael Hicks

Carole Patterson - term exp 2028 Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025 Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026 Linda Weller - term exp 2026

Veronica Morgan term exp 2027 Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Covell ~Rachel Hicks

Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Veronica Morgan ~Sandra Walter ~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Veronica Morgan ~Sandra Walter

Chair ~Veronica Morgan

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Covell ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~Mary Covell

Chair - Mary Witkop

Minutes For the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
November 13th 2024 7:00 PM

"Bad libraries build collections, good libraries build services, great libraries build communities."

R. David Lankes

CALL TO ORDER @ 7pm by Linda

In attendance:

Jim Babcock- present Mary Witkop- present Carole Patterson- present
Veronica Morgan- absent Rachel Hicks- present Allyson DeBoard- excused Dawn
Squicciarini- present Linda Weller- present Sandra Walter- present

Betty Sue Miller- excused Elizabeth Haibach- present

REVIEW and ADOPT AGENDA

Motion

Motion to accept the agenda as is by Jim, 2nd by Dawn- unanimous

PUBLIC FORUM OPPORTUNITY

None at this time

REVIEW and POTENTIAL ADOPTION

Motion

Motion to accept minutes from regular meeting on October 9th 2024 by Rachel,
2nd by Mary- unanimous

DIRECTOR'S REPORT

Information

Elizabeth shared about the fixing of some of the bulbs in the sign out front. The company was very responsive and helpful.

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

By next meeting the committee plans to have met with all the relevant parties and have a recommendation for the board about the direction to go in regarding investments.

Recommendation from the committee that Elizabeth begin the process to move from Independent Health to Univera Clear Option Gold for employees for 2025- unanimous

Recommendation from the committee of a 2.5% cost of living increase for the employees,
to take effect on January first, 2025 for all employees- unanimous

PERSONNEL COMMITTEE

Information

Did not meet

LOCAL HISTORY COMMITTEE

Information

Sandra has been looking into some websites to see what other libraries do for their donation policies.

NOMINATIONS and ELECTIONS COMMITTEE

Information

Not this time of year

PLANNING COMMITTEE

Information

Meeting on Monday to go over many of the things from the training
(NIOGA level)

BUILDING AND GROUNDS

Information

No new news

FRIENDS OF THE LIBRARY

Information

Tasty Treats- in the beginning of December
Holiday Sing-a-Long- first Saturday of December
They have purchased several additional dulcimer sets (Jim Doyle's making class)
because it has been so popular.

OLD BUSINESS

Information

Print all meeting docs for Veronica and Carole

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

Tasty Treats- in the beginning of December
Holiday Sing-a-Long- first Saturday of December

Items to be added to next agenda:

Review and approve the proposed 2025 budget

Finance committee recommendation on an investment advisor for 2025

Action Items for Next Meeting :

Elizabeth will reach out to the contact Linda found for a sound-canceling system to see if a mapping/estimate appointment can be made.

Executive session@7:28

Coming out of executive session @ 7:55

Action for next mtg:

ADJOURNMENT:

Jimmy moved to close the meeting @ 8:07pm,

2nd by Carole unanimous

2024 - 2025

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Veronica

Morgan term exp 2027

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Covell ~Rachel Hicks

Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Veronica Morgan ~Sandra Walter ~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Veronica Morgan ~Sandra Walter

Chair ~Veronica Morgan

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Covell ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~Mary Covell

Chair - Mary Witkop

DRAFT DRAFT DRAFT

Minutes for Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
December 11th 2024 7:00 PM

“Library (noun) 1. Like a normal place but cooler.”

~Author unknown~

CALL TO ORDER @ 7:07pm by Linda

In attendance:

Jim Babcock- present	Mary Witkop- excused	Carole Patterson- present
Rachel Hicks- present	Allyson DeBoard- present	Dawn Squicciarini- present
Linda Weller- present	Sandra Walter- present	Kevin Doherty-present
Betty Sue Miller- present	Elizabeth Haibach- excused	

REVIEW and ADOPT AGENDA

Motion

Motion to adopt as is- Jimmy,
2nd by Rachel unanimous

PUBLIC FORUM OPPORTUNITY

No one in attendance at this time

REVIEW and POTENTIAL ADOPTION

Motion

Acceptance of minutes from regular Meeting held on November 13th

To be added, per Dawn Squicciarini

1. The Hoag Library Board of Trustees has voted to remove a board member for an attendance violation according to the bylaws of the Library, based on a

Motion by Rachel

2nd by Mary- unanimous

2. Subsequently, and following previous precedence, the board voted to appoint the candidate who received the next highest amount of votes from the election held in May of 2024 to fill this vacancy, based on a

Motion by Rachael,

2nd by Jimmy.

This person, if they accept, will only fill the position until the next annual vote in May of 2025.

The vote was 6 yea, 1 abstain

Motion to accept the minutes with the additions as read by Dawn

Motion made by Rachel,

2nd by Jimmy unanimous

DIRECTOR'S REPORT

Information

Betty Sue shared the Friends of the Library purchased a new sound system for the Library

She also shared some info about the sound dampening panels and system suggested by the Library's contact at Info Advantage

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Update on Finance - The committee will have had 2 presentations.. After the presentations, the committee will have a regular meeting to review the presentations and earmark the money needed for the sound system once there is a definitive number. Rachel said the committee will do a zoom meeting before the end of the year to confirm

PERSONNEL COMMITTEE

Information

Did not meet this month

LOCAL HISTORY COMMITTEE

Information

Did not meet this month

NOMINATIONS and ELECTIONS COMMITTEE

Information

PLANNING COMMITTEE

Information

The committee came up with some goals for the library; short term goals and a 5 year plan all listed in the committee report.

BUILDING AND GROUNDS

Information

Scheduling a walkthrough for the projects to add to the list, and confirm some of the ideas given to the committee can be scheduled for review/repairs including repairing floors. Once items are identified, money can be earmarked for those repairs.

Betty Sue and Jimmy also spoke about the need to seal the parking lot (this summer) and money for this should also be earmarked.

FRIENDS OF THE LIBRARY

Information

Tasty Treats- Went well, though it was not great weather the day of.

Thanks to them, the library has a new sound system

OLD BUSINESS

Information

Print all meeting docs for Carole

NEW BUSINESS

A boiler went down. The heating exchanger needed to be replaced. The vendor (Trane) was completing fall maintenance and saw these problems, and as it was a potential danger to the library, Linda authorized Betty Sue to have the vendor make the repair and order the part for the replacement that day.

Bill Latin donated another painting to the library, by Peter West, and hung it in the main room of the library.

Betty Sue spoke about wanting to get some nameplates for the paintings with a little

info about the painter and his monument at Mt Albion.

Betty Sue also shared that there is a library patron with a large social media following and thought about reaching out to her to see if the library could partner for a talk or a program.

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

Items to be added to next agenda:

Action Items for Next Meeting :

Jimmy will reach out to J-Co to set up the driveway sealing for the summertime.

Betty Sue will reach out to the vendors for the floors, to set up their re-sealing.

Finance committee will meet to earmark remaining budgetary funds for projects in the new year.

ADJOURNMENT @ 7:52

Motion by Kevin,
2nd by Jimmy- unanimous

2024 - 2025

President - Linda Weller

Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Carole Patterson - term exp 2028

Jim Babcock - term exp 2028

Dawn Squicciarini - term exp 2025

Mary Witkop - term exp 2026

Rachael Hicks - term exp 2026

Linda Weller - term exp 2026

Allyson DeBoard - School Appointee

Sandra Walter ~ Village Appointee

Kevin Doherty ~ fill vacancy until Election 2025

Committees

BUILDINGS and GROUNDS COMMITTEE

Jim Babcock ~ Rachel Hicks ~ Allyson DeBoard

Chair - Allyson DeBoard

~ This committee meets quarterly or as needed.

FINANCE COMMITTEE

Linda Weller (required) ~ Mary Covell ~Rachel Hicks

Chair - Rachel Hicks

~ This committee will decide when to meet and how frequently.

LOCAL HISTORY COMMITTEE

Sandra Walter ~ no schedule

NOMINATIONS and ELECTIONS COMMITTEE

Sandra Walter

Chair ~

~ This committee meets January through April.

PERSONNEL COMMITTEE

Dawn Squicciarini ~ Mary Covell ~ Carole Patterson

Chair - Mary Witkop

~ Meets as needed to review Director and job descriptions and develop pay schedule must be done before budget in fall

PLANNING COMMITTEE

Dawn Squicciarini ~ Allyson ~Mary Covell

Chair - Mary Witkop