PATTERSON LIBRARY

MINUTES OF THE BOARD OF TRUSTEES

SEPTEMBER 9, 2021

**Present:** Megan Hegna (director), Barbara Kittle (vice-president), Mary Bivens, Sandra Brown, Linda Dunn, Diana Hamann, Pete Holt, Jennifer Johnson, Kathryn Richmond, Tim Roets, Mara Rubin, Steven Rudnicki, Karin Cockram (Patterson Society representative)

**CALL TO ORDER:** The meeting was called to order at 6:56 PM by B. Kittle.

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

**TREASURER’S REPORT:** See attached report. P. Holt highlighted some points of the report, among which is the fact that the endowment is over $4,000,000 (4 million dollars). The Treasurer’s report was accepted for audit.

**COMMITTEE REPORTS:**

 **BUILDING AND GROUNDS COMMITTEE:** S. Rudnicki reported that the air-conditioners’ installation will begin in October. The boiler’s maintenance contract with U&S Stark Tech will expire at the end of the year, and a new contract for Preventive Maintenance that includes all the a/c units and the boiler will cost $6,900 for the first year. This price was initially considered high, so P. Holt suggested that the library put it out for bid. But in the end it was the consensus that with the likelihood of prices going up, and the maintenance for the boiler alone being now $2,900, then $6,900 is not so high after all.

The hands received a thank you card from the Ripley Library for helping set up the shelves on their second floor.

The Gallery lights were replaced with LED bulbs at a cost of $378.28. Simpson Electric was in to look at replacing all of the non-LED fixtures.

With the new air conditioner units coming soon, attention is focussed on making the building more energy efficient and beautiful. The windows are single pane with aluminum storm windows. They are not energy efficient and don’t prevent UV light entering the library and possibly causing deterioration of the collection. Pella Windows was consulted and gave a partial cost estimate of $14,000 for each of the large windows in the reading rooms. P. Holt consulted with John Brown, a retired VP from Hope’s Window, a Jamestown company, who questioned the necessity of changing the windows, since they are beautiful and in very good condition. He suggested that changing the glass and refinishing them would solve the problem. The rough estimate of the total cost for all four windows is less than $17,000. John Brown also looked at the back windows, and found them beautiful, and said that they can be made more energy efficient. S. Rudnicki thinks that the problem could be solved and the windows could go back to their original look if double pane glass could be installed. Diana Hamann suggested storm windows, but we need to see if they would allow for opening the windows. The library is in a historic district, but it is unclear if SHPO approval is needed to alter the windows. M. Hegna will look into this.

**FORWARD PLANNING COMMITTEE:** P. Holt reported that the Long Range Plan will start in 2022, since 2021 is almost ending. The committee revised the old template to reflect the present needs of the library. The committee stressed and expanded the Support Goal of the plan. The committee made many changes to the Facility Goal, like removing what had already been achieved, and introducing new objectives. The committee established that community surveys will be implemented every other year. L. Dunn made a motion to approve the Long Range Plan, changing the date from 2021 – 2026 to 2022 – 2027, and S. Rudnicki seconded. Motion carried.

**FUNDRAISING COMMITTEE:** K. Cockram reported that the upcoming auction will be online, and the dates have been set for September 22nd until September 26th. Ads for the auction will be in newspapers, Facebook, the library newsletter, Chautauqua Grapevine venue, and on signs at the library. M. Rubin has been photographing the donations for the auction. Also during the Cemetery Tour, M. Hegna will remind people about the auction. The letter to the members of the Patterson Society will be sent either in October or November. The new Patterson Society brochure is waiting for feedback.

**PERSONNEL COMMITTEE:** M. Bivens reported about the Paid Sick Leave Policy. She, M. Hegna and J. Hogenboom met to review the requirements of NY State’s new Paid Sick Leave Law, which went into effect on September 30th, 2020. J. Hogenboom, before she went on leave, had the library payroll company change the plan and backdate the changes to reflect that date. M. Bivens explained that the new policy is one hour of sick leave for each 30 hours worked, with a minimum of 40 hours of leave for a full time employee for an organization of our size. The maximum yearly amount and the maximum amount that can be accrued over several years is set by the organization. Our current policy is a maximum accumulation of 60 working days for all employees. This corresponds to about 480 hours for a full time 40 hrs/week employee and 240 hours for an employee who works 20 hrs/week. The maximum could be accumulated in about seven years if no sick days were taken.

M. Hegna proposes a change in our Paid Sick Leave Policy. A section of our current policy wording is: “The duration of the coverage is determined by the number of days accrued by the full-time or part-time employee at the time of disablement.  Salaried employees as well as full-time and part-time employees may accrue up to a total of 60 working days.  Sick leave will be accrued as follows: full-time employees accrue 2 hours of sick leave per pay period. Part-time 20+ hour employees accrue 1 hour of sick leave per pay period.” M. Hegna proposed changing the last sentence to comply with the NY State policy. M. Bivens made a motion to change the wording in the Paid Sick Leave Policyas follows: “Sick leave will be accrued as follows per New York State’s Paid Sick Leave Law: one hour per every 30 hours worked.” K. Richmond seconded. Motion carried.

**LIBRARY DIRECTOR’S REPORT:** See attached report. M. Hegna and R. Snyder attended the Westfield Community Engagement Collaborative's *Community Night* on Sept. 1 at Welch Field. CCLS has approved application for a 2021 NYS Construction Grant for *Lighting Efficiency Improvements*, which will pay for 75% ($5,427) of the total quote from Simpson Electric ($7,236) to replace fluorescent lighting with LED lights. The library is responsible for paying the remaining amount ($1,809). R.E. Kelley has given a site start date of Sept. 7th to begin work on cornice cleaning, regrading, and rear waterproofing and repointing.

The auction, as already mentioned, will happen between September 22nd and 26th. K. Cockram will help list the items online, and she has preview dates for the website airauctioneer.com. Beth Powers has been canvassing on the library's behalf.

M. Hegna and Nancy Nixon Ensign have been working with Lake Shore Center for the Arts and McClurg Museum to again host the Cemetery Tour. The horse and carriage have been reserved for September 24th and 25th. Patterson Library will be in charge of ticketing and will provide small lanterns and refreshments.

Left over books from the Book Sale were scanned and put into 14 boxes, then sent to Better World Books for sale. The library will get 14% of the revenue. Some of the remaining books were taken to the YWCA and some to the dump for disposal.

J. Hogenboom returned to work part-time on July 26th, and back full time in August. Janice is grateful to the trustees who gifted money to help with medical expenses.

M. Hegna suggested that we let people know about some of the items up for auction.

Some interesting numbers: 140 children signed up for the Children’s program. Seven adults played the Bingo. Kids read 40,000 minutes during the Summer Library Scavenger Hunts.

**UNFINISHED BUSINESS:**

**Endowment Policy:** At the last Board of Trustees meeting, 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 said he would check with Laura Dealy and report back to the board at the September meeting. He did reach Laura Dealy and her answer was reviewed at the September 10th meeting. J. Johnson made a motion, and M. Bivens seconded, to accept the Endowment Policy.

**NEW BUSINESS:**

**Airborne Infectious Disease Exposure Prevention Plan:** Barbara Kittle brought attention to the Airborne Infectious Disease Exposure Prevention Plan. K. Richmond made a motion to accept the Airborne Infectious Disease Exposure Prevention Plan with minor corrections, which was seconded by J. Johnson. The motion passed.

**Video equipment for programming:** Lauren Abbott and Nancy Ensign Nixon would like to buy a good camcorder. They have done extensive research and found a model that is ideal for their needs: a Sony FDR-AX43 UHD 4K Handycam Camcorder, costing $948 without taxes. K. Richmond made a motion to buy the camcorder and D. Hamann seconded. The motion passed.

**Assurances for NYS Construction Grant 2022-2024:** J. Johnson made a motion to approve “Assurances: State Aid for Library Construction Program” the guidelines that the library must follow to apply for a NYS Construction Grant for 2022-2024. S. Rudnicki seconded. The motion passed.

D. Hamann is worried about the mask policy. We agreed that more signs could be posted at the library, which say: “For everyone’s protection, please wear a mask”.

**ADJOURN:** B. Kittle adjourned the meeting at 8:50 PM.

Respectfully submitted,

Mara Rubin, acting secretary