**Patterson Library Board Minutes January 13, 2022**

Present by Zoom audio/video: Megan Hegna (director), J Caruso (Pres), B Kittle (V Pres) by audio only, T Bennett (Treas), K Richmond (acting Sec), L Dunn, M Bivens, S. Brown, D Hamann, P Holt, J Johnson, S Rudnicki, T Roets, C VandeVelde, K Cockram (Patt Society) Absent: S Scriven, M Rubin

Meeting was called to order 1/13/2022 at 7:01 by Pres J Caruso.

Minutes of the November meeting were accepted for filing after one correction: Wording on page 2 under 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) sick time… change to adopted sick time…

Treasurer’s report: T Bennett reported that we have ended the year with a healthy balance. School monies have not been received, however, M Hegna noted that she was unaware that, although the money was approved by the school board, she still needed to send a letter requesting such. That will be done this week. She also reported that income from the Patterson Society is at $11,340 to date.

The report was accepted for audit.

Director’s Report: see attached report

In addition to the director's submitted report, M Hegna added further explanation and answered questions regarding the new auditor. Also:

● Spectrum issues regarding phone service, although seem to be righted, Megan is looking into alternatives such as voice over internet.

● The Hands have saved the library about $3,000 by installing some of the wiring for the POE

● The Resource Center is using the library to do some employment programs

COMMITTEE REPORTS

Building & Grounds: S. Rudnicki reported on progress of AC installation, noting completion should be this month. Hands worked on the POE (door counter) and completed what they could. He also expressed concern over the leaking oil coming from the door closer arm mechanism on the interior door at the top of the steps of the addition. Parts are no longer available for this old unit, requiring door to be propped open.

Motion by S Rudnicki to replace the mechanism, costing approximately $3,500. Second by D Hamann. Unanimously approved.

S Rudnicki also announced that due to the Covid surge, the Hands will be taking a break through the winter but can be called for emergencies.

FINANCE: T Bennett and his committee met Dec 13 to discuss concerns over cash flow in the Capital Account as the second payment is coming due for the air conditioning. Since the Operating Account has plenty of money for operations at this time, they approved a transfer of $35,000 to the Capital Account to cover until NYS pays the remaining 10% of grant funds once Megan submits the final report when project is completed.

UNFINISHED BUSINESS:

Delinquent patron update: M Hegna reported that the Westfield police chief has been great in helping to resolve the problem. Materials have come in gradually, and she is pleased that there is approximately $270 worth of materials still outstanding. The system has been fixed so patrons may no longer renew items over and over while continuing to check out new items.

Phone Provider discussion covered during director’s report.

NEW BUSINESS:

Hurd Art Gift: S Hurd is offering a donation of 2 oil paintings. The exact size cannot be determined from the description. Discussion led to many questions: How big are they? Do we want them? Do we have a place for them or do we want them displayed? If they are just going to be stored, why take them? Can we sell them? After discussion, no action by the board was taken. M Hegna, J Caruso, N Nixon and anyone else who wishes to be involved, will meet to review and reference our existing Gift Policy and draft a response to S Hurd.

Conflict of Interest Policy:

P Holt: Motion to accept the Conflict of Interest Policy and Annual Statement as received and reviewed. J Johnson seconded. Motion passed unanimously.

Facility Use Policy:

D Hamann requested to have the statement from the application added to the policy. “Groups are responsible for making sure the space is clean and left in the condition in which it was found. “ J Johnson raised question of insurance and liability. After discussion, consensus was to eliminate from the policy the section titled USE WHEN THE LIBRARY IS CLOSED.

L Dunn: Motion to accept policy without the section noted above, and with the additional statement quoted above added to regulations. S Rudnicki seconded. Motion passed unanimously.

Additional comments:

J Johnson apologized for not getting the patron survey final submission into print. She will work with Patterson society to get it completed and decide how to distribute. K Cockram will be having a meeting of Patterson Society on Jan 31. J Caruso thanked Karin for her piano playing during Christmas Hall of Trees. S Rudnicki questioned if there is a long-range plan specifically for the building. He suggested a need for a comprehensive list of future needs, big and small, and then to prioritize the list. Building & Grounds plus any additional Hands members will meet, tour building, working to come up with a comprehensive, prioritized long term plan.

ADJOURNMENT: The meeting was adjourned at 8:42 by Pres Caruso.

Respectfully submitted,

Kathryn Richmond