

January 9, 2025 7:00 p.m.

# AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

NOVEMBER 2024 MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Building & Grounds Committee  
Executive Committee

UNFINISHED BUSINESS

- Jones Estate
- Branding Project

NEW BUSINESS

- Approval Votes
  - Branding Project Budget
  - Personnel Approval
- Building Insurance/ D&O Insurance

PUBLIC EXPRESSION

ADJOURN

# Patterson Trustee meeting

November 14, 2024 7:00 PM

Present: Pres. J. Johnson, T. Roots, B. Kittle, J. Caruso, J. Spann, L. Dunn, S. Rudnicki, M. Rubin, C. Riedesel, C. Thomas, L. Schofield, K. Richmond, sec., Director, M. Hegna

Absent: C. VandeVelde, P. Holt

Pres. J. Johnson called meeting to order at 7:00, beginning the meeting by by toasting our good fortunes for our library good news and personal good news with a bottle of wine for each. Thank you to Jennifer for her leadership through this tough year!

No Public expression

**Minutes** The September minutes were approved as received

**Treasures report:** New format for trustee reports was explained. Capital fund - \$40,000 came before we had the chance to cancel. Discussion of Kappler Fund restriction. 2025 draw allowance will be \$174,000

**Directors report:** M. Hegna elaborated on report received.

## Committee Reports

- **BUILDING AND GROUNDS**

- S. Rudnicki elaborated on report received
- Fall clean-up
- Floor refinishing on 1st floor. Gallery and hall area outside of gallery is a possibility for future consideration.
- Main entrance carpet is installed. Stairs will get done after holidays
- Piano has been tuned, bench taken by tuner and will be determine if it can be fixed or replaced

- Elevator phone – no answer
- **LONG RANGE PLANNING**
  - About half of policy work will be finished and reported next meeting
- **PERSONNEL**
  - Committee has worked on job description for new clerk and listing has been posted. Megan has received 7 applications to date.
  - Performance review completed for M. Hegna. Very positive and productive.

## **Unfinished business**

- Pres. Johnson called for executive session to discuss Jones Estate. No action taken at this time.
- Branding Project – ad hoc committee – J. Caruso, L. Dunn, J. Spann, P. Holt, C. Thomas will join J. Johnson Dec. 4 to review 4 proposals received and set up meetings w each company.
- Harter Room Storage – discussion with C. Herbst, she would like to work on papers to assure all have been digitized.

## **NEW BUSINESS**

- Budget – Motion by T. Roets to approve budget as received, 2nd by C. Riedesel. Discussion, approved.
- 2025 Dates and Closures Discussion, Motion by J. Caruso to accept dates as received with the exception of July 5th, 2nd by B. Kittle, approved
- Annual report overall very attractive and well received. J. Johnson had a couple small tweaks, and suggested Patterson Society members should be listed. Moved by B. Kittle to accept annual report w small additions, 2nd by M. Rubin, approved.
- Personnel resignation Moved by J. Caruso to accept with regrets the resignation of Rebecca Snyder, 2nd by T. Roets. Approved with best wishes for Rebecca.
- **POLICIES FOR VOTE**
  - Emergency Planning

- Programming
- Records Retention - discussion of wording correction under Archives: replace “purging” with “disposition”

Motion by J. Caruso, 2nd by B. Kittle to accept all mentioned policies w correction as discussed, approved.

**CCHS Portrait Loan** - Motion to extent portrait loan from CCHS as requested by L. Dunn, 2nd by M. Rubin, approved.

NO Public Expression

PSAnnouncements -

J. Spann’s Voice students will be performing in Reading Room @ 2:00, Nov. 23.

It’s a Wonderful Life will be presented by LSCFTA on Dec 7 & 8.

**ADJOURNED**- meeting adjourned @ 8:36 pm.

Respectfully submitted,

Kathryn Richmond

## Patterson Library Profit & Loss Budget vs. Actual January through December 2024

Profit & Loss Budget. V. actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Lake Shore Savings Income</b>				notable increases
Lake Shore Savings Interest	225.63			notable deficiencies
<b>Total Lake Shore Savings Income</b>	225.63			
<b>Operating Income</b>				
<b>Local Funding_11.2</b>				
Town of Westfield_11.1	48,000.00	47,000.00	1,000.00	
Village of Westfield_11.1	40,500.00	41,000.00	-500.00	
WACS_11.1	11,000.00	11,000.00	0.00	
<b>Total Local Funding_11.2</b>	99,500.00	99,000.00	500.00	
<b>CCLS Funding_11.8</b>				
State Aid (LLSA)_11.3	2,142.80	2,000.00	142.80	
CCLS Grants_11.7	5,029.00	7,000.00	-1,971.00	
<b>Total CCLS Funding_11.8</b>	7,171.80	9,000.00	-1,828.20	
Other Federal Aid_11.12	0.00		0.00	
<b>Private Funding_11.14</b>				
<b>Unrestricted</b>				
Facilities use	50.00			
General Gifts & Memorials_11.14	27,116.63	18,000.00	9,116.63	
<b>Total Unrestricted</b>	27,166.63	18,000.00	9,166.63	
Art and Archives	255.00	1,200.00	-945.00	
Program Funding	3,375.00	5,800.00	-2,425.00	
<b>Total Private Funding_11.14</b>	30,796.63	25,000.00	5,796.63	
<b>Earned Income</b>				
ILL_11.18	4.00			
Merchandise Sales_11.18	225.60	400.00	-174.40	
Book & Equipment Sales_11.18	3,851.68	2,000.00	1,851.68	
<b>Fund Raisers_11.15</b>				
Fundraisers_11.15	27,403.98			
Pat Society memberships_11.15	11,910.00	17,000.00	-5,090.00	Patterson Society mailing out late
Fund Raisers_11.15 - Other	990.00	15,000.00	-14,010.00	

## Patterson Library Profit & Loss Budget vs. Actual January through December 2024

Profit & Loss Budget. V. actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	
Total Fund Raisers_11.15	40,303.98	32,000.00	8,303.98	With \$60K removed from other federal aid, we are \$16 to the plus side over total budget
Charges_11.17	4,493.66	2,700.00	1,793.66	
<b>Total Earned Income</b>	<b>48,878.92</b>	<b>37,100.00</b>	<b>11,778.92</b>	
<b>Total Operating Income</b>	<b>186,347.35</b>	<b>170,100.00</b>	<b>16,247.35</b>	
<b>Capital Income</b>				
US Treasury	9,537.89			
Endowment earnings	16,000.00	0.00	16,000.00	Only received one payment of an anticipated 6 from IRS for ERC
State Construction_13.4	57,375.00	86,304.00	-28,929.00	
Capital Gifts_13.2	12,000.00	1,000.00	11,000.00	
<b>Total Capital Income</b>	<b>94,912.89</b>	<b>87,304.00</b>	<b>7,608.89</b>	
<b>Total Income</b>	<b>281,485.87</b>	<b>257,404.00</b>	<b>24,081.87</b>	
<b>Gross Profit</b>	<b>281,485.87</b>	<b>257,404.00</b>	<b>24,081.87</b>	
<b>Expense</b>				
Operating Expenses_12.32				Under budget due to turnover and medical leave
Personnel Expenses_12.5	268,613.80	278,710.00	-10,096.20	
Library Materials_12.9	26,261.02	22,175.00	4,086.02	Book expenses with extra grant money
Supplies and Maintenance Programs	60,928.11	55,215.00	5,713.11	
	8,351.69	9,900.00	-1,548.31	Auditor, financial consulting, and prepayment of legal expenses added to this
<b>Total Operating Expenses_12.32</b>	<b>364,154.62</b>	<b>366,000.00</b>	<b>-1,845.38</b>	
<b>Capital Expenses</b>	<b>24,956.19</b>	<b>200,000.00</b>	<b>-175,043.81</b>	R.E. Kelley brick work budgeted, but delayed
<b>Total Expense</b>	<b>389,110.81</b>	<b>566,000.00</b>	<b>-176,889.19</b>	
<b>Net Ordinary Income</b>	<b>-107,624.94</b>	<b>-308,596.00</b>	<b>200,971.06</b>	
<b>Other Income/Expense</b>	<b>385,270.01</b>	<b>164,000.00</b>	<b>221,270.01</b>	
<b>Net Income</b>	<b>277,645.07</b>	<b>-144,596.00</b>	<b>422,241.07</b>	

Patterson Library  
**Cash & Endowments**  
As of December 31, 2024

Dec 31, 24

**ASSETS**

**Current Assets**

**Checking/Savings**

Community Bank CD 100,000.00 Reserved for R.E. Kelly repointing

**Lake Shore Bank Accounts**

Lake Shore Money Market 91,495.01 Received State grant for heating upgrades

Lake Shore Checking 691.69

**Total Lake Shore Bank Accounts** 92,186.70

Community Bank Operating Fund 81,542.71

Cash on hand 154.00

**Total Checking/Savings** 273,883.41

**Other Current Assets**

**Investment Accounts**

Charles Schwab Investment Acct 4,631,106.89 Endowment was \$4,473,645 at the end of 2023

Dieffenbach Kappler Fund 91,428.97 - \$160,000 increase over 2024

**Total Investment Accounts** 4,722,535.86

**Total Other Current Assets** 4,722,535.86

**Total Current Assets** 4,996,419.27

**TOTAL ASSETS** 4,996,419.27

**LIABILITIES & EQUITY** 0.00

# Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on Jan. 9, 2024

## Administrative News

- **Service contracts** being reviewed this year include: Auditing Firm, Building Insurance, Copier Lease, and HVAC Service.
- Interviews with four graphic design firms have been scheduled during January for the **Branding Project**. A small group from the Branding Committee will be conducting the interviews to recommend a company to complete the project. We anticipate all trustees will have opportunities to give feedback once the project begins.

## Facility News

- On Dec. 16<sup>th</sup>, funding arrived for **New York State Construction Grant for 2024 for Heating Upgrades**. The total cost for this project will be \$125,000. The library is responsible for 25% of the project at \$31,250. Our total award amount will be \$93,750.
- DLD (Dept. of Library Development) has several questions about the **Construction Grant Application for 2025** (Patterson Library Building Condition Phase 1). Once addressed the application should move on to DASHNY (dormitory authority,) hopefully by the end of the month.
- The Executive Committee approved the purchase of a new piano bench.

## Personnel News

- Twelve applications for the Clerk position were received and reviewed. I recommend **Brette Hindman** for the position—who was tentatively approved by the Executive Committee. Although she lives in Dewittville, Brette was the part-time director of the Mary E. Seymour and Cassadaga Branch Library in Stockton. Previously she worked at the Smith Library and the bookstore at Chautauqua Institute. She is very excited to be joining us and comes highly recommended by many colleagues in the system.

## Programming News

- For Women's History Month this coming March, Patterson Library will be hosting a travelling exhibit, "Recognizing Women's Right to Vote in New York State." The exhibit features five panels to be placed in the Reading Room. Part of the exhibit discusses the selling of war bonds during WWI which will relate directly to our historic poster collection.

## Youth Services—V. Thomas

We had an absolutely fantastic time in the Children's Department this November and December, filled with holiday cheer and fun activities for all ages! From snowflake cutting and cookie making to engaging homeschool group sessions and Storytimes, we were thrilled to see so many of you join us for these



special programs. We had the privilege of reading to nearly 500 children, both in the library and out in the community! Our Christmas season was extra magical, with events like the Christmas in the Village celebration featuring a beloved Christmas goat, which drew over 100 attendees, and a lively cookie decorating session that saw around 100 people creating festive treats. The Elf movie viewing was another highlight, with nearly 80 people enjoying the holiday classic together. All season long, children and adults walked into our department and marveled at the Christmas wonderland we created. Our tweens have also been especially excited about their new space, and it's been wonderful to see them spend so much time here. It's been a joyous and memorable season at the library, and we can't wait for more in the new year!

## Adult Services—N. N. Ensign

The library looks especially beautiful in November and December and it's easy to get in the holiday spirit. Rebecca and I decorated the first floor with wreaths, trees, and textiles in the holiday spirit for "Christmas in Westfield. Over November 22/23, we had at least 500 patrons come through the doors for the Hot Toddy Crawl and Tour of Trees. It's a wonderful event that brings new people into the library.

In the month of November, I had 7 adult programs: Two book clubs, an author visit, 1 art class, three holiday concerts, and of course genealogy research for multiple patrons. Our Best Sellers group met for "James" by Percival Everett with 6 patrons and the Mystery Book Club met for "The Long Call" by Ann Cleeves with 5 patrons. Janice and I have selected our 2025 Mystery titles so that we can schedule out six months for patrons who read ahead.

On November 7, a concert of "Sacred Selections" held in the main reading room featured 8 pianists and vocalists with 30 patrons in attendance. Staff member and pianist, Julie Kowal, organized this annual holiday concert. On November 14, 9 SUNY Fredonia students with Ekstasis 2.0 presented a concert to 10 patrons. We are thrilled to be their professional venue and have these talented students perform to our patrons. On November 21 five LSCFTA writers presented "Teachers", their newest short story anthology to 8 patrons. November 16 was the last fiber art class with fiber artist Deb Penley to 10 patrons. During Christmas in Westfield, Dr. Joseph Spann presented his talented vocal students from Buffalo State. There were 15-20 students and over 40 patrons.

The first week of December I installed 23 photographers into the Octagon Gallery for "A Photography Invitational". Artists from Ohio, Pennsylvania and New York participated in this gorgeous and varied exhibition of novice and professional photographers. The opening reception was an interesting conversation and gallery talk about techniques and equipment between the artists and the patrons. Most of the artists were able to attend the opening but the weather was very challenging for those who lived far away.

Best Sellers met for "West with Giraffes" by Lynda Rutledge to 5 patrons and the Mystery Book Club met earlier in the month for a cookie exchange and discussion of "The Frozen River" by Ariel Lawton.

The next Octagon Gallery exhibition will be paintings by Terry McKelvey to be installed before January 10, 2025.

## Fundraising News

- **Patterson Society Mailing** was sent to about 70 current and past members of the Patterson Society in December. Donations as of 01/06/2025 were \$6,620.

### By the Numbers:

Selected Outputs:	November 2024	November 2023	November 2022
Adult Book Circulation	631	630	594
Children's Book Circulation	841	977	539
Downloadable/Streaming	485	436	375
Other Circulation	764	612	450
All Items Circulation	2721	2655	1958
Visits	3172	1541	1394
Reference Questions	57	49	35

Selected Outputs:	December 2024	December 2023	December 2022
Adult Book Circulation	687	683	625
Children's Book Circulation	630	591	522
Downloadable/Streaming	450	417	384
Other Circulation	507	561	590
All Items Circulation	2274	2252	2121
Visits	2025	2171	1462
Reference Questions	44	97	59

# Patterson Library

	Acadia - recommended	Hanover	Current
Building Limit	\$5,000,000.00 RC	\$5,000,000.00 RC	\$3,673,000.00 RC
Contents Limit	\$1,275,000.00 RC	\$1,275,000.00 RC	\$1,172,000.00 ACV
Fine Arts Submit	\$75,000.00	\$0.00	\$50,000.00
Building Earthquake Limit	\$2,000,000.00	\$3,673,000.00	\$1,000,000.00
Deductible	\$2,500.00	\$1,000.00	\$5,000.00
Cyber Liability	\$100,000.00	\$0.00	\$10,000.00
Discharge From Sewer, drain or Sump	\$50,000.00	\$0.00	\$50,000.00
Auto coverage work related	\$1,000,000.00	\$0.00	\$0.00
Premium	\$9,239.34	\$6,954.64	\$10,645.00

RC - replacement cost

ACV - actual cash value - minus depreciation

\*\*\* Fine Arts - Typically limited to no more than \$25,000,

\*\*Cyber – Typically not included

\*Water back up is typically limited to \$25,000.

None are listed on the documents I have.

## Disadvantages of Acadia and Hanover

Earthquakes are limited to \$2,000,000 Acadia and \$1,000,000 Hanover instead of \$3,673,000 (plus contents).

Higher deductible Acadia \$2500 Hanover \$5000

## Advantages

Building increased 1.3 Million - Contents increased \$100,000.

Fine Arts limit is \$75,000 for Acadia, \$50,000 Hanover - Cyber Liability primarily Acadia

Contents of the library are now covered at Replacement cost, Example:

Current Policy -ACV - \$30 book , used, halfway in its life use is a \$15 payout

Replacement Cost Proposed Policy - \$30 Book, used, halfway in its life use is a \$30 payout

## Directors Policy from Travelers

D & O (Directors and Operators)

EPL (Employment practices Liability)

Premium/year

First option includes both D&O and EPL with an annual premium of \$1,848.00.

\$1,848.00

Second option D&O only

\$615.00

An EPL policy can provide coverage for: discrimination (both in the hiring process and during employment) constructive dismissal, wrongful dismissal.

Directors and Officers (D&O) insurance is a type of insurance that protects the personal assets and company of senior leaders at an organization. It covers legal claims that may arise from the actions and decisions of these leaders while performing their duties.

# The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member  
Samantha I.V. White, Of Counsel

Kelly E. Coughlin, Of Counsel

Stuart B. Shapiro, Of Counsel



TO: Patterson Library Board of Trustees, Director

FROM: Stephanie A. Adams, Esq. and Kelly Coughlin, Esq.

RE: Board Update Memo regarding the Jones Estate  
INTENDED FOR INCLUSION IN BOARD PACKET  
NO WAIVER OF ATTORNEY-CLIENT PRIVILEGE IMPLIED

DATE: January 2, 2024

To the Board and the Director:

I hope this message finds the New Year starting joyfully at the Library!

This “update” memo on the Jones Estate is an update intended for inclusion in the board minutes.

The purpose of this memo is to update both the board and any member of the public who desires information on the bequest to the Library.

## Background

Juliana Jones was a volunteer at the library whose will listed the library as her sole beneficiary. Ms. Jones died on June 3, 2024.

Because Ms. Jones did have family that would be her natural heirs, and because charitable bequests are overseen by the New York State Attorney General (“AG”), the Library has connected with both the family and the AG to carefully have the will evaluated through the probate process. At the end of that process, whatever the court and AG determine to be the proper disposition shall be made.

Attorney Kelly Coughlin, of counsel to my office and experienced with both wills and real estate, has been retained to handle the estate. I am providing these bi-monthly updates, so a record of the process is available on your publicly posted board minutes. These reports can also be shared with any member of the public who had questions.

## Current Status

Pending receipt by Ms. Coughlin of one final document, the estate will be filed with Chautauqua County Surrogate’s Court by January 10, 2025. It is expected the Administrator will be appointed no later than the end of January. The Attorney



General is expected to review and consent to probate shortly thereafter, and I anticipate that my next report on March 6, 2025 will address that.

And that is the update through January 2, 2025.

The next update will be sent a week prior to the March board meeting.

Very truly yours,

Stephanie A. Adams, Esq.