

# **Patterson Trustee Meeting**

**November 13, 2025**

**Attendance:** J. Caruso, T. Roets, J. Spann, K. Richmond, L. Dunn, C. Thomas, S. Rudnicki, M. Hegna, L. Schofield, P. Holt, C. Riedesel, J. Johnson, P. Holt  
**Absent:** J. Spann, B. Kittle

**Call to Order: President Steve Rudnicki called the meeting to order at 7 pm.**

**Minutes approval:** September minutes approved and filed

**Library Director's Report: M. Hegna reviewed her report**

- New York Forward Update: The library's request is \$550,000 and includes new storm windows and window restoration, an exterior masonry sign, portico soffit ceiling restoration, and front step repair and restoration. Other state grants should be available if the project is not selected.
- Jeff McCormack will be replacing Laura Dealy from Manning & Napier
- Staff Development Day was held- included cataloging and circulation training and a webinar on de-escalation tactics.
- CCLS Annual meeting- attended by M. Hegna, S. Rudnicki, and T. Roets and included a session about budgeting.
- Archives Planning Committee met virtually with Barbara Paxton, the DHPSNY coordinator. The committee is reviewing a draft survey.
- Branding Project- Templates for stationary have been received. Stephanie Bussman is developing templates for flyers and marketing materials.
- Megan met with Jason Sample, Board President of the Chautauqua County Historical Society and discussed the archives planning process.
- New copier was installed on October 29
- Fire and security system installed and working well
- HVAC- awaiting RFP responses

Youth Programs: Halloween Party had a nice turnout. Grape and Wine Festival activities were well attended.

Adult Programs: Book clubs are still going well. Most recent gallery

opening had a large attendance.

Collection & Technology Updates: Baker and Taylor will close by the end of year. In the meantime we are purchasing through Brodart and Amazon.

Fundraising News: Patterson Society meet and greet went well. J. Spann is drafting the annual Patterson Society request letter to be mailed by the end of November.

Upcoming event- Christmas in the Village- November 21-22. The library will host a movie night as well as other activities for kids and teens, and will be participating in the Hot Toddy Crawl.

Discussion of sculpture donation- Joel Potash and Sandy Hurd are donating a sculpture. Possible locations for placement were discussed. P. Holt moves to accept Potash and Hurd. T. Roets seconded. All in favor.

### **Committee Reports:**

#### **1. Finance Committee:** T. Roets reported

- Operating Account looks flush
- Endowment is up about \$100,000
- Kapler account shows a large increase due to a final distribution of \$75,000
- One quarter of ERTC money is still outstanding
- Branding payments are complete

#### **2. Building and Grounds:** S. Rudnicki reported

- The Hands painted the columns
- The NY Forward grant has been submitted along with other locally supported grant requests
- UV window film will be installed by the hands
- Sandra Herr will repair the sculpture that's being donated.
- JMI delivered the new heating units. Installation should begin soon.
- Steve talked to someone at the Museum of Glass in Tacoma, Washington regarding reproduction of the globes from upstairs chandelier. Would cost around \$10,000. Could possibly receive a grant for this. Cost estimate does not include brass rings or chains. Grant money could be pursued to cover the costs.
- an elevator key was given to the fire department

#### **3. Personnel Committee-** C. Thomas reported

-Annual review with Megan was very good. Have developed some goals and objectives

### **Unfinished Business:**

-Branding Guide- Examples of thank you cards and envelopes were shown. A recommendation to change the library website to ThePatt.org

**New Business:** S. Rudnicki motioned to move to Executive Session for 15 minutes C. Seymour seconded. All in favor  
P. Holt moves to align Megan's Salary to NYS Requirements. K. Richmond seconds. All in favor.

### **Staff Approval-**

K. Richmond moved to approve Mikaela Wilson as Library Page. C. Riedesel seconded. All in favor.

-Staff Paid Holidays- M. Hegna discussed Proposed 2026 Dates  
Open July 3

Half day on Christmas Eve

Closed December 26

Fundraiser dates were reviewed for next year.

C. Riedesel motioned to approve. L. Dunn seconded. All in favor

### **2026 Budget for Vote**

K. Richmond motions to approve proposed budget. J. Johnson seconded. All in favor

### **Policies for vote**

-Disposition of Surplus Goods- anything valued at \$500 or more will be approved by board

- Patron Complaint Policy- Complaint form will be created

- Security Systems Access- Megan is in charge of security video footage. Will follow NYS Privacy Laws. Recordings would be released only if requested by law enforcement or under a FOIL request.

P. Holt moved to approve policies. C. Thomas seconded. All in favor.

**Public Expression**

C. Riedesel turned in \$106 from his book sales.

T. Roets talked to J. Melquist at WACS regarding more funding from school. Would need to be a separate proposition on the school vote. Would need proposed number by January 1.

S. Rudnicki discussed a 414 vs a ED 259. Will send a copy to the BOT to look over.

**Adjourned at 8:59 pm**

