

Nov. 13, 2025 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

SEPTEMBER 2025 MINUTES

LIBRARY DIRECTOR'S REPORT

TREASURER'S REPORT

COMMITTEE REPORTS

- Finance Committee
- Building & Grounds Committee
- Personnel Committee

UNFINISHED BUSINESS

- Branding Guide Discussion

NEW BUSINESS

- Executive Session
- Staff Approval
- Staff Paid Holidays
- 2026 Closures and Fundraiser dates for vote
- 2026 Budget for vote
- Policies for vote
 - Disposition of Surplus Goods
 - Patron Complaints
 - Security Systems Access

PUBLIC EXPRESSION

ADJOURN

Patterson Trustee Meeting

September 11, 2025

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

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

Public expression: none

Minutes approval: July Minutes were approved

Library Director's Report:

- The ceiling project was removed from NYS Construction Grant application due to portico plaster soffit ceiling being deemed a non-bondable cost. This will be included in the NY Forward Grant request at 100% coverage.
- The NY Forward Grant- the library is requesting ~\$550,000 to include window restoration, new front railing, historic brick restoration at the front entrance, the portico soffit ceiling restoration, and a masonry freestanding exterior sign. The library will pay upfront costs, but will be fully reimbursed.
- 2026 Construction Grant intent to apply was approved. This project will include security system upgrades, children's area glass door, and exterior stair restoration. This will be an 80/20 split (library will cover 20%)
- DHPSNY- (Documentary Heritage and Preservation Services for NY) we were accepted into this program. A three-year plan with goals, objectives, and recommendations for resource allocation and organizational structure will be developed. The goal of the committee (C. Riedesel, B. Kittle, and N. Ensign) is to develop a plan for the archives and determine what to keep and how to work with the Historical Society.

-Facility News:

- Phone service was switched from Spectrum to DFT during the week of September 2. The new fire and security system is more secure and has individual codes for each person.
- JMI heating upgrades still waiting to be scheduled.
- Stark Tech has not returned to install the new pump for the A/C unit
- Ground bees were removed by Nuisance No More on August 21.

-Staffing news:

- Gabby Z. Left her position as the part-time page in the children's dept.

Applications for the position have been received and interviewing will begin soon.

Fundraising:

- The annual book sale raised \$2,700.
- Benefit Auction- most successful yet, netting ~\$20,000
- A donation of \$10,000 was donated by Sandra Hurd and Joel Potash as a restricted gift to support the Octagon Gallery
- Summer Reading Program was a big success with seven programs with over 100 in attendance

-CCLS Annual meeting will be on October 8

Treasurer's Report: T. Roets reported on Treasurer's report

- Switched from Quickbooks Desktop to Quickbooks Online
- \$125,000 in the operating account
- Capital account is at \$93,000
- Endowment- \$4.76 million
- Kappler account is \$176,000
- Jones estate will likely close in February- \$350,000

Committee Reports:

-Finance Committee- will meet regarding budget

-Building & Grounds Committee: S. Rudnicki reported

- The sculpture was cleaned up by the Hands
- Kravitz will trim up all trees at a cost of \$500
- NY Forward Grant- LaBella architects took photos and measured windows
- smoke detectors were replaced
- UV window film is on order for about \$450. Will be installed by the Hands on the main windows on the west side and also Megan's office.
- Hands are repairing the wall outside of the Octagon Gallery

-Fundraising Committee J. Spann presented a handout summarizing the benefit auction

- October 23- 6 PM date to host a gathering for community members interested in becoming a member of the Patterson Society
- Discussion of what would be involved in being a member- possibly as a fundraising and volunteer arm

Unfinished Business:

-Branding Guide: Feedback and Discussion

Megan H. shared an examples of fonts, colors, sketch style,
etc.

Branding committee will meet again to discuss the branding
guide

New Business:

-Sexual Harassment Prevention Policy for vote:

-Accepted with correction Under Supervisor Responsibilities: removal of the word 'the' that appeared before the word 'they' in the following: *"*The Board of Trustees President should act on behalf of the Library Director if they are unavailable or a subject of the complaint."*

-Sexual harassment training must be completed by the end of the year.

-Security Cameras: discussion of security cameras was tabled until the next meeting pending an updated quote.

-NYS Construction Grant FY2026 Assurances -cameras, children's area door. \$61,672...Library's match amount is 20%

-Reviewed assurances for grant- Moved by Pete H., seconded by Barb K.
All in favor.

Public Expression:

-Steve R. Asked about new trustee vacancies and any progress on filling these seats

-Chris R shared that he has been selling the better books from the book sale at his store and donating a percentage to the library. The first check to the library was for \$80.75 from four books that sold for \$95.

-No decision has been made on the Mark Twain book. Chris R.
Wants to find someone who can do repairs.

Adjourned at 8:33 pm

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on Nov. 13, 2025

Administrative News

- The **Finance Committee** met to develop the budget for 2026, using recommended wages per the Personnel Committee's guidance. The group also discussed financing options for the New York Forward Project, concluding that a **temporary loan** would likely be more beneficial than drawing from the endowment if the library is selected for funding.
- **New York Forward Update:** Westfield has been sent for state consideration for NY Forward funding. The library's request is for \$550,000 and includes new storm windows and window restoration, an exterior masonry sign, portico soffit ceiling restoration, and front step repair and restoration. While the library's project ranks lower on the list due to program alignment, WACS students voted Patterson Library as their top choice. Steve noted that if our project is not selected, we should be well positioned for other state grants.
- **Financial Representation:** Laura Dealy from Manning & Napier visited the library to introduce our new primary advisor, Jeffrey McCormack, who will be taking over following her retirement.
- **Staff Development Day** was held on October 20. The library was closed for training, and staff welcomed Carolyn Hughesman from CCLS for a hands-on workshop in KOHA circulation and data entry. The team also participated in a webinar on de-escalation tactics.
- **CCLS Annual Meeting:** S. Rudnicki, T. Roets, and I attended the CCLS Annual Meeting at Holiday Valley Lodge in Ellicottville. We participated in an especially timely session titled *Budgeting with Purpose*, presented by Stephanie 'Cole' Adams, and heard a keynote from New York State Librarian Lauren Moore.
- The **Archives Planning Committee** (B. Kittle, C. Riedesel, N. Ensign, S. Rudnicki, and myself) met virtually with DHPSNY coordinator Barbara Paxton. We are currently reviewing a draft survey that will inform our full-day strategic planning retreat, anticipated for a Monday in December.
- The **Branding Project** continues to progress with Customized Management Solutions. Graphic designer **Stephanie Bussman** has been developing templates in Canva for flyers and marketing materials. Consistency will be key as we roll out these new materials.
- I also met with **Jason Sample**, Board President of the Chautauqua County Historical Society, to discuss the archives planning process and future collaborations.

- V. Thomas and I attended the **NYLA conference** in Saratoga Springs. My sessions attended included: Keynote Speaker, Micaela Blei; Many Hands: HR in Small Libraries; Preparing for Difficult Patron Interactions; Amplifying the Impact: Effective Marketing Strategies for Your NOVELny Resources; Fostering DEI in Rural Communities; and Cardholder Sign-up Policies: Access in Practice

Facility News

- The **new copier** was installed on October 29. Staff and patrons have adjusted well, and Lineage provided a thorough training session for all staff.
- Installation of the **fire and security system** is complete. A minor programming issue with the panic button in the Children’s Department was resolved during a recent service call, and there have been no issues since.
- **HVAC Maintenance:** RFPs were sent via email and mail to three companies recommended by other area libraries, and a public notice was placed in the newspaper. No site visits have been requested to date. JMI has delivered the equipment for the heater upgrades and will hopefully schedule installation soon.
- **Tree removal** near the emergency exit was completed by Kravitz Tree Service, which provided a significant nonprofit discount.

Staffing News

- **Mikaela Wilson** has been invited to join the Youth Department as a page, pending full board approval. Mikaela is originally from Brocton but now lives in Dunkirk. She recently earned her Master of Library Science, interned at the National Comedy Center, and gained experience in collection development through her coursework with the Brocton School Library. She is enthusiastic about gaining hands-on experience in a public library.
- **Patron Conduct:** We’ve had a few incidents involving a patron using the library for court visitations. When upset, she has occasionally raised her voice or used profanity, even around children. After a temporary suspension, she returned appearing calm. If there is another incident, she will be permanently banned.

Programming News

Youth Services—V. Thomas

- We’ve had a fantastic start to our fall programming at the library! Our **Halloween party** drew over **100 attendees** and was generously supported by local businesses including Timmerman’s Farm Stand, Schofield Farms, and Tops Markets. We delivered **13 storytimes** throughout September and October, hosted by guest readers as well as Julie and myself, which were a hit with families. A local homeschool group has begun using the library regularly, and several students enjoyed a behind-the-scenes tour and a

library skills lesson. We also had a great time at Westfield's **Grape & Wine Festival**, connecting with over 100 attendees who loved our visiting goats and chickens. Fall has been full of energy, community, and fun at the library!

Adult Services—N. Ensign

- **Return of Culinary Creations** – monthly sessions, 6 patrons.
- **Book Clubs:** *Best Sellers – Finding Margaret Fuller* by Allison Pataki (6 patrons); *Mystery Book Club – Happiness Falls* by Angie Kim (5 patrons) and *Good Bad Girl* by Alice Feeney (October).
- **Author Visits:** Rev. Todd Davis – *Palestine* (7 patrons); Joan Wahl – *Falling for Autumn* (4); Jason Bussman – *Fumble: A Memoir* (6); Philip C. Laurien (Oct. 30, attendance pending). Author Emily Nelson canceled her visit due to illness.
- **Art & Gallery Events:** Mark Gillespie *Art in the Stacks* reception (10 attendees); Chris Sciarrino Gallery Reception (35); Tammy Kessner – *The Veil* opening (6); NSAA partnership event (30).
- **Workshops & Demonstrations:** Seri Beeson – Crochet Necklaces (17); Cooking with Chef Jim (two sessions, 15 patrons each); Liz Booth – Botanical Cyanotype Printing (6).
- **Community & Outreach:** DAR Quarterly Meeting (12); CHQ Paint Project steering committee involvement; Medicare Enrollment Q&A with Rebecca Poynton (4); participation in the CCLS Road Trip with approximately 80 visiting patrons.

Collection & Technology Updates

Book Jobber Transition: Baker & Taylor, our primary materials supplier, has announced it will close by the end of the year. Many of our current orders remain in limbo. In the meantime, we are purchasing through **Brodart** and **Amazon** to maintain a steady flow of new materials for patrons.

Fundraising News

- The **Patterson Society Meet & Greet** had a smaller turnout than hoped, but the conversations with prospective members were positive and productive. **J. Spann** has begun drafting the **annual Patterson Society request letter**, which we plan to mail by the end of November.
- The **Cemetery Tours** were a success, with perfect weather and strong attendance. Total event income was **\$3,125**, with each partner organization receiving **\$780**. A follow-up meeting was held with Lake Shore Center for the Arts to plan improvements for next year.

Upcoming Event

- **Christmas in the Village – November 21–22:** Patterson Library will host a children’s movie Friday night, and the Children’s Department will offer crafts, cookie decorating, and storytimes on Saturday. The library will also participate in the “Hot Toddy Crawl” until 4 PM, staffed by N. Ensign and myself.

By the Numbers:

| Selected Outputs: | September 2025 | September 2024 | September 2023 | September 2022 |
|-----------------------------|----------------|----------------|----------------|----------------|
| Adult Book Circulation | 787 | 652 | 758 | 688 |
| Children's Book Circulation | 1027 | 576 | 794 | 583 |
| Downloadable/Streaming | 496 | 427 | 422 | 378 |
| Other Circulation | 725 | 612 | 445 | 545 |
| All Items Circulation | 3035 | 2267 | 2419 | 2194 |
| Visits | 3430 | 2588 | 1408 | 1818 |
| Reference Questions | 286 | 113 | 70 | 58 |

| Selected Outputs: | October 2025 | October 2024 | October 2023 | October 2022 |
|-----------------------------|--------------|--------------|--------------|--------------|
| Adult Book Circulation | 736 | 638 | 789 | 755 |
| Children's Book Circulation | 1098 | 670 | 865 | 672 |
| Downloadable/Streaming | 533 | 477 | 467 | 412 |
| Other Circulation | 736 | 846 | 536 | 526 |
| All Items Circulation | 3103 | 2631 | 2657 | 2365 |
| Visits | 3055 | 3419 | 1332 | 875 |
| Reference Questions | 261 | 71 | 97 | 59 |

2026 Proposed Dates

2026 Closures

Thurs. Jan. 1 New Year
Mon. Feb. 16 Presidents Day
Sat. May 9 Patterson After Dark prep
(Juneteenth)
(Fri. July 3)? Independence Day
Sat. July 4 Independence Day
Mon. Sept. 7 Labor Day
Mon. Oct. 19 Staff Development
Thurs. Nov. 26 Thanksgiving
Fri. Nov. 27 Thanksgiving
Thurs. Dec. 24 Christmas Eve
Fri. Dec. 25 Christmas Day
(Sat. Dec. 26)?
Thurs. Dec. 31 New Year's Eve
Fri. Jan. 1 New Year's Day

Board of Trustees Meetings

January 8
March 12
May 14
July 9
September 10
November 12

Fundraisers

Patterson After Dark, Sat. May 9
Book Sale, July 16-18
Auction, Wed. Aug. 19

| | 2026 Proposed | Change | Notes |
|-------------------------------|----------------------|---------------------|--|
| Operating Income | | | |
| Town of Westfield | \$ 48,000.00 | \$ 1000.00 | |
| Village of Westfield | \$ 37,500.00 | \$ (2,500.00) | |
| WAC School | \$ 11,000.00 | \$ - | |
| State Funding | \$ 7,000.00 | \$ (2,000.00) | |
| Private Gifts & Grants | \$ 25,400.00 | \$ 1,600.00 | |
| Fundraisers | \$ 16,500.00 | \$ 3,500.00 | |
| Patterson Society | \$ 17,000.00 | \$ - | |
| Endowment Draw | \$ 178,000.00 | \$ 20,000.00 | |
| Charges, Fees and Sales | \$ 6,600.00 | \$ 1,200 | |
| Kappler Fund | \$ 5,000.00 | \$ 1,000.00 | <i>books for ages 0-6</i> |
| Total Operating Income | \$ 252,000.00 | \$ 27,300.00 | |
| | | \$ - | |
| Capital Income | | \$ - | |
| Capital Gifts & Grants | \$ 550,000.00 | | <i>NY Forward, if awarded</i> |
| State Construction Grants | \$ 119,987.00 | | FY2022 Final Award \$543; FY2023 Final Award \$12,596; FY2024 Final Award \$6,375; FY2025 \$55,915; FY2026 \$44,558 |
| Endowment Draw | \$ 16,000.00 | | |
| Total Capital Income | \$ 685,987.00 | | |

| | | | |
|---------------------------------|----------------------|---------------------|--|
| | | | |
| Operating Expenses | | | |
| Wages | \$ 247,439.00 | \$ 11,348.00 | Minimum Wage Hike to \$16.00, general COL +3.5% |
| Benefits | \$ 53,211.00 | \$ (5,185.00) | 2 employees on health insurance, down from 3 |
| Library Materials | \$ 34,800.00 | \$ 2,550.00 | |
| Building Operations | \$ 40,750.00 | \$ 3,630.00 | <i>Utilities and Facility</i> |
| Library Operations | \$ 31,920.00 | \$ 5,020.00 | <i>Programs and Supplies</i> |
| Total Operating Expenses | \$ 418,020.00 | \$ 16,733.00 | |
| | | | |
| Capital Expenses | | | |
| NY Forward | \$ 550,000.00 | | <i>If awarded</i> |
| State Construction Grant Costs | \$ 153,474.00 | | FY2022 \$7,000; FY2023 \$7,033; FY2024 \$85,000; FY2025 \$54,441 |
| General Construction | \$ 4,000.00 | | |
| Construction Supplies | \$ 4,000.00 | | |
| Signage and Plaques | \$ 5,000.00 | | |
| Computers | \$ 5,000.00 | | 5 of 10 to be replaced before 1/1/2027 |
| Total Capital Expenses | \$ 713,474.00 | | |

PATTERSON LIBRARY DISPOSITION OF SURPLUS GOODS POLICY

Adopted [DATE]

I. Purpose

The Patterson Library Board of Trustees adopts this policy to establish a consistent and transparent process for declaring and disposing of library-owned physical property that is no longer needed for operations or programming.

This policy complements the **Gift Acceptance Policy** and the **Records Retention Policy** and does not apply to:

- Donations declined under the **Gift Acceptance Policy**, or
- Books and media governed by the **Collection Development Policy**.

II. Authority

The **Library Director** is authorized to declare library-owned property surplus after consultation with staff and/or any relevant standing committee (e.g., Building & Grounds, Finance, Volunteer Helping Hands).

Any single item or lot **valued at \$500 or more** shall require **Board of Trustees approval** before disposition.

III. Considerations Prior to Disposal

Before declaring an item surplus, the Director shall:

- Assess whether the item has **historical, archival, or research value** which would warrant Board of Trustees approval.
- When feasible, consider the **wishes of donors or donor families**, especially for memorial or commemorative items.
- Ensure compliance with **environmental regulations and data security standards** (e.g., secure erasure of electronic data, proper recycling of electronics).

IV. Order of Disposal Priority

1. **Sale** – public sale, online resale, or consignment (required for items at or above the board-approval threshold unless impractical).
2. **Donation** – preferentially to other libraries, nonprofits, or Westfield community organizations.
3. **Recycle** – using appropriate recycling or e-waste programs.
4. **Discard** – landfill or trash disposal only when other options are not feasible.

V. Handling of Proceeds

- Proceeds from routine surplus sales may be directed by the **Library Director** to support library needs.
- For items at/above the **board-approval threshold**, the **Board of Trustees** shall determine the use of proceeds (e.g., operating funds, capital reserves, endowment, or special projects).

VI. Recordkeeping

The Director shall maintain a **Surplus & Disposition Log** that includes:

- Item description and identifying details,
- Date of surplus declaration,
- Disposal method,
- Sale amount (if applicable), and
- Record of board approval when required.

Items at or above the board-approval threshold shall also be noted in the **Board meeting minutes** and, when appropriate, in the Library's financial and fixed-asset records.

VII. Related Policies

- Gift Acceptance Policy
- Records Retention Policy
- Collection Development Policy

PATTERSON LIBRARY

PATRON COMPLAINT POLICY

Adopted [DATE]

I. PURPOSE

The Patterson Library Board of Trustees adopts this policy to affirm the Library's commitment to providing a welcoming and responsive environment for all patrons. The Library recognizes that concerns or complaints may arise regarding services, programs, policies, staff interactions, or other aspects of Library operations.

II. POLICY

- The Patterson Library values **constructive feedback** and encourages patrons to express concerns or complaints in a respectful manner.
- The Library will **listen, document, and respond** to complaints in good faith and in a timely and impartial manner. A **complaint form** should be available to patrons for consistent transparency and documentation purposes.
- Complaints will be handled with **professionalism, fairness, and confidentiality**, consistent with the Library's mission and applicable laws, including New York State Civil Practice Laws and Rules (CPLR) §4509 regarding the confidentiality of library records.
- The Library Director has the responsibility to notify:
 - The Board of Trustees of any significant trends in written complaints.
 - The Personnel Committee of any valid and respectfully written complaints about staff or staff behavior.
- Retaliation against any patron for making a complaint in good faith is prohibited.
- Final authority for addressing complaints rests with the **Library Director** or, if appropriate, the **Board of Trustees** in accordance with Library governance.

PATTERSON LIBRARY

SECURITY SYSTEMS ACCESS POLICY

Adopted [DATE]

I. PURPOSE

The Patterson Library Board of Trustees adopts this policy to ensure that the Library's electronic security systems – including video surveillance and security/fire system access records – are used solely to promote the safety and security of patrons, staff, and property while protecting the confidentiality of library records as required by New York Civil Practice Laws and Rules (CPLR) §4509.

This policy complements the Library's **Recording Policy**, **Freedom of Information Law (FOIL) Policy**, and **Law Enforcement Inquiries Policy and Procedures**.

II. SCOPE

This policy applies to all Library-owned security systems and data, including but not limited to:

- **Video surveillance systems** located in designated areas of the building (currently covering youth service areas).
- **Security and fire alarm systems**, including logs of arming/disarming events and user access.

It does not govern casual patron photography or staff use of personal devices, which are addressed in the **Recording Policy**.

III. ACCESS TO SECURITY SYSTEMS AND RECORDS

- The **Library Director** is authorized to view, retrieve, and export security video footage and alarm system access logs when needed for:
 - Enforcement of the **Patron Code of Conduct**,
 - Investigation of safety, security, or property concerns,
 - Response to incidents involving staff or patrons, or
 - Compliance with court orders or other legally binding directives.
 - Access to live or recorded video or system logs may be granted to designated IT/service vendors **only for maintenance or technical support** under the Director's supervision.
 - Library staff and volunteers who are not specifically authorized may not access, copy, or share security system content.
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IV. RETENTION OF SECURITY DATA

- Security footage and alarm logs will be retained for a reasonable period determined by operational and technical limits.
 - The Director may preserve and export specific recordings or logs linked to an incident report or legal requirement.
 - Retained footage and logs will be stored securely and protected against unauthorized access.
-

V. CONFIDENTIALITY AND DISCLOSURE

- **Security system data are library records** under CPLR §4509 and are considered confidential.
 - Disclosure to law enforcement or other outside parties shall follow the Library's **Law Enforcement Inquiries Policy and Procedures**:
 - No security data will be released without a proper court order, subpoena, or warrant reviewed by the Director and, when necessary, legal counsel.
 - Voluntary disclosure without legal process is prohibited except in cases where immediate safety or life is at risk and legal counsel cannot be reached.
 - Requests for security data under **FOIL** will be handled by the Director in accordance with the **FOIL Policy**; disclosure may be denied when records are exempt to protect patron confidentiality or safety.
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VI. USE LIMITATIONS

- Security systems are **not** intended for routine staff performance monitoring. Review of footage for staff matters will occur only when connected to a documented incident, safety concern, or legal requirement.
 - Security data shall not be used or shared for non-library business.
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VII. RECORDKEEPING

When footage or logs are exported, the Director will maintain a **Security Access Log** noting:

- Date/time of retrieval,
- Purpose (e.g., incident ID, Patron Code of Conduct enforcement),
- Any external disclosure (e.g., law enforcement with court order).

If disclosure occurs under court order or subpoena, the event will also be documented in **Board meeting minutes** as appropriate to maintain transparency without compromising confidentiality.

VIII. RELATED POLICIES

- Recording Policy
- Freedom of Information Law (FOIL) Policy
- Law Enforcement Inquiries Policy and Procedures
- Patron Code of Conduct