

HAZELTINE PUBLIC LIBRARY	<b>BOARD MEETING</b> <b>Agenda and Minutes</b>	DATE: 06-25-24
		TIME: 5:00 pm
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AGENDA ITEMS	Discussions/Actions/Notes		Present	Absent
<b>Call to order / Attendance</b>	Call to order 5:05pm	KS Katie Smith	x	
		NK Nikole Knobloch	x	
		JH Judy Haller	x	
		DS Deb Siggins	x	
		KB Kim Butler		x
		JP Jennifer Parkinson	x	
		CF Christine Frankson	x	
<b>Review &amp; Approve meeting minutes from last meeting (05-21-24)</b>	Minutes need to include "Submitted by and signed."	MTA JH	MS CF	A/F Approved
<b>Correspondence/ Public Expression</b>	No correspondence			
<b>Treasurer's Report</b>	Reactivate Pardon Hazeltine fund – We have \$1000 in NYS still to give our \$4000. It's in surrogate court. CD's purchased to mature December 1 <sup>st</sup> , we must decide by December 7 <sup>th</sup> what we will do.	MTA DS	MS JH	A/F Approved
<b>Director's Report</b> <b>Bldgs/Grounds:</b>  Lawn/gardens look great: bare spot near door to be fixed Comm Bldg porch box planted  <b>Comm/Public:</b>  Busti Fire Dept and U Take the Cake to sponsor Fun Fair on 9/21; have asked for "Gift" for 400 kid bags. HPL to donate.  Marz Kohl Observatory will grant HPL a telescope as a circulating piece, with their personnel giving training. K. Smith to look into making a program/workshop.  Open House /100 <sup>th</sup> Anniv – Sheet cake ordered (\$80); plate/forks ordered; HPL will issue tickets for free ice cream or free pizza & coke to attendees, will reimburse \$1.79 to Busti Country Convenience for each coupon.	<p>The bare spot to be taken care of and we may suspend Turf Tenders for the time being.</p> <p>We will donate tokens for free books and bookmarks, as many as we can spare.</p> <p>This program will allow patrons to sign out the telescope.</p> <p>54 tickets went out Sunday – So our attendance was probably around 30.</p> <p>A motion was made by Judy Haller to buy a canopy tent for future events. Seconded by Nikole Knobloch. Accepted for spending up to \$200.00.</p> <p>We plan to work with this event again next year.</p>			

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<p>Health and Wellness Event at Busti Church of God – 44 vendors present, 122 people signed in from 22 different locations. 8 PSA tests, 33 retinal exams, 2025 event planned for May 30, 2025; same format.</p> <p>Audubon (ACNC) to be at HPL 7/18 with animals \$195 charge, but \$200 grant from CCLS to cover.</p> <p>SBU Art Mobile 8/8, no charge</p> <p>Grab and Go Lunch Program training 6/19</p> <p><b>Library Updates</b></p> <p><b>Fiscal</b> Mid year, time to consider 2025 budget. Any lines board wants to see increases or decreases? 259 allocation has increased tax support, but keep in mind increased costs.</p> <p>Give Big CHQ netted \$240 from 4 donor.</p>	<p>Grab and Go Lunch not required to be eaten at site – Anyone under 18 is eligible. The first time they need to register. Program runs from 11:30 – 1:30 5 days a week. Susan will come in a little early to help. This program runs until August 27<sup>th</sup>. Food is picked up by the East side YMCA at 1:30pm each day.</p> <p>2024/2025 NYS Construction grant application open with due date of 10/01/2024. Thoughts on projects?</p> <p>Final report sent to CRCF for ADA doors, Amendment request to NYS still outstanding – they had asked for and received a SHPO request for the changes.</p> <p>Request to Assemblyman Goodell for \$2800 grant in aid for internal lobby door replacement. Unknown when decision will be coming.</p> <p>Volunteers are difficult to find and retain. Director has been working with CCLS for a possible “fill in/substitute” worker. Libraries in a specific area could share this employee. Many details to discuss.</p> <p>Policies – Internal in progress. External are complete and ready for website inclusion.</p> <p>There is a person still willing to help us with a donate button for our website.</p>
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<p><b>Personnel</b> Director has vacation planned for 8/19-23; Susan to cover.</p> <p>Misc days off without coverage the next few months.</p>					
<p><b>Old Business</b> 5/31/24 Health Fair Comments</p> <p>Two CDs purchased Northwest Bank</p> <p>Open House Comments</p>	<p>For a first time event it was pretty good. A big complaint was that vendors left early. Spring Seniors event had 50 vendors and 200 attendees. It being a weekday makes it difficult for working people to come. The safety senior event was not as good.</p> <p>We have purchased two CDs one for 20K, one for 30K, they mature December 1<sup>st</sup>.</p> <p>It would have been better with nicer weather. We need more visible advertizing. We need a better indoor layout. We should make sure all our vendors have their business cards with us.</p>				
<p><b>New Business</b> FOIL requests at other libraries</p> <p>July Meeting – In July or combine with August?</p> <p>Emrick Taylor of CCLS has requested Board approval for a “DONATE” button to be added to our website. We would then need to set up a PayPal account, etc.</p>	<p>Freedom of Information Law – We need a policy for this. We could direct them to our website.</p> <p>No July Meeting. Discussion on August 27<sup>th</sup> Location TBA, Time TBA.</p> <p>MTA    MS    A/F NK    DS    Accepted</p> <p>One final idea was brought up for a summer reading program with a punch card type system, encouraging a 10 book read for the card.</p>				
<b>Adjourn</b>	Adjourn at 6:30pm		MTA JH	MS CF	A/F Accept
Next meeting scheduled for :		DATE: TBA	TIME: TBA		

Notes: 1- Please List initials of Board Members for: MTA: Motion made to approve / MS: Motion Seconded /  
A: Motion Approved / F= Motion failed

Respectfully submitted by Deborah L. Siggins