

HAZELTINE PUBLIC LIBRARY	<b>BOARD MEETING</b> <b>Agenda and Minutes</b>	DATE: 08-27-24
		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 (06-25-24)</b>		MTA JH	MS JP	A/F Approved											
<b>Correspondence/ Public Expression</b>	<p>Cummins Community Pact at Engine Plant Occurs September 25<sup>th</sup> 7-11pm and 26<sup>th</sup> 8am-1pm. Employees pick their agency to fund and Cummins matches the donation. It may be good to have cookies to give out at our table.</p> <p>Annual meeting of CCLS October 9<sup>th</sup> at the Chautauqua Harbor Hotel Hazeltine can send tow representatives to this. Topics include Intro to Fundraising, Minecraft for Libraries, How do You do It, Library Snapshot.</p> <p>The petition to release Pardon Hazeltine Library Fund has gone through Surrogates Court and the petition has been granted.</p>														
<b>Treasurer's Report</b>	Discussion about 2025 Annual budget.	MTA DS	MS CF	A/F Approved											
<b>Director's Report</b> <b>Bldgs/Grounds:</b> Turf Tenders treatments suspended until needed.  <b>Comm/Public:</b> Open House 6/23 had good turnout. County Executitive presented a Certificate of Reco9gnition for 100 years. Canopy for outside to be purchased for our outdoor use. Maximum to be spent \$200 Seed Library a success. Summer lunch program to began July 1 <sup>st</sup> Programs: 07/18 Audubon 08/08 Art Mobile 09/09 at 11am and 10/03 at 6pm Fraud Prevention Seminars by M&T Bank  Library Statistics for 2023 vs 2024	<p>The canopy has been purchased. It is in the Community Building. It was under \$200.</p> <p>The Summer Lunch program ends August 30<sup>th</sup>. It was a rough start but we ended up with a growth from 15 to 24 lunches given out daily. It has been very consistent. It has been a good program overall.</p>														
	<table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Circulation</td> <td>3639</td> <td>3562</td> </tr> <tr> <td>Borrowers</td> <td>674</td> <td>687</td> </tr> <tr> <td>Library Visits</td> <td>1638</td> <td>1552</td> </tr> </tbody> </table>				Year	2023	2024	Circulation	3639	3562	Borrowers	674	687	Library Visits	1638
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<p>Author series started 08/26/2024</p> <p>CCLS has assigned a consultant to each library. Our visit 07/16</p> <p><b>Library Updates</b> October 24<sup>th</sup> Lenna Haskins to do a Food Survey</p> <p><b>Fiscal</b></p> <p>259 fund for 2025/budget review NYS SHPO main entrance door replacement</p> <p>CCLS Fiscal Manager – Megan – to visit to assist us with paperwork</p> <p>Personnel Holiday Hours for Friday after Thanksgiving, Christmas and New Years Eves and Days</p> <p><b>July</b> CCLS Annual Meeting ALA (American Library Assoc.) webinar/fees Fiscals Hazeltine Fund Update Income – over budget: NYS Aid, Magnuson Estate dividend, Give CHQ, Untied Way employees, Lakewood Women’s Club, in house donations, CLS Grants Expenses Need to review materials and their usage – Books on CD, movies, etc</p>	<p>Our consultant is a direct line to the CCLS. We asked for a Library sub that could be shared amongst the libraries in the system. We will be having quarterly interaction.</p> <p>She is from Cornell – any place that is outside of a mile from a grocery store is considered a Food Desert. We are in that category.</p> <p>Andrew Goodell has been asked for bullet aid to make up the gap in the door replacement money.</p> <p>Plan to be Announced.</p>
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Office Supplies – increase in toner, etc New copier. Added additional chairs for Community Bldg \$1,000 to CRCF to establish Hazeltine Family Fund (Needed to meet minimum of \$5K to establish fund)				
<b>Old Business</b> 2025 Library Budget  Policies – internal (NLK remarks)				
<b>New Business</b> Children’s Safety Village – Halloween Fun Fest 10/30/2024 @ 3:30 - ? Can we participate?  Cornell Co-op Community Conversations about food insecurity – 10/24/2024  Need to set holiday schedule for Christmas and New Years  Sealing Parking Lot	<p>We are not feeling that participation in this event was worth the effort last year. We will try to co-ordinate something with a trunk or treat event locally. It is believed that U Take the Cake may be planning this type event.</p> <p>Location – here in the Community Bldg – Time TBA</p> <p>This needs to be done this year. MTA        MS        A/F NK        JP        Accepted</p>			
<b>Adjourn</b>	Adjourn at 6:30pm Board went into executive session at 6:30pm.	MTA CF	MS NK	A/F Approved
Next meeting scheduled for :		DATE: September 24, 2024		TIME: 5:00pm

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