

Boston Free Library Minutes for December 4, 2018 - Proposed

Meeting began at 6:11 PM

In Attendance:

Suzanne Borowicz, Linda Coniglio,

Staff: Lydia Herren

Minutes from the September meeting – Motion to accept

Motion made by: Linda Seconded by: Suzanne and carried

TREASURER'S REPORT

- Association Account balance stands at \$16,471.58. A detailed list of all checks written since the last meeting was provided to the board.
- Linda Coniglio reported on the amount donated in memory of Pearl Emerling. Checks totaling \$765 were deposited into the account. Thank you letters have been distributed
- \$5,000 will be moved into 2 CD's maturing at different times as approved in the September meeting once we have approved minutes to take to the bank.
- The first deposit donated by the Friends of the Boston Library will be deposited in the inactive savings account to prevent closure.

Motion made by: Suzanne Seconded by: Linda and carried

Motion to accept treasurer's report

Motion made by: Suzanne Seconded by: Linda and carried

DIRECTOR'S REPORT

- See attached report.
- Reimbursement Requests to Lydia Herren and Suzanne Borowicz - Approved
Motion made by: Linda Seconded by: Suzanne and carried
- Radon Mitigation Approved – Inhabit Home Services for \$1250.00
Motion made by: Linda Seconded by: Suzanne and carried
- Library Hours:
 - Discussion of Statistics and Surveys
 - Library Hours for 2019 will be
 - Winter (Labor Day through Memorial Day)
 - Monday 10-8, Tuesday 1-8, Wednesday Closed, Thursday 10-8,
 - Friday 1-5, Saturday 10-2
 - Summer (Memorial Day – Labor Day)

- Monday 10-8, Tuesday 1-8, Wednesday 10-2, Thursday 10-8, Friday 1-5, Saturday and Sunday Closed

Motion made by: Linda Seconded by: Suzanne and carried

- Gallivan Grant
 - Purchase VHS and Film Conversion Devices, iPad 3D scanning device, Fusion 360 or similar software design license, and 3D printer filament approved
Motion made by Linda Seconded by Suzanne and carried
 - Discussion of a Library of Technology Things: Lydia will discuss with Tom Carloni of the Elma Library which items are most popular for check out and compile a list for purchase for the next board meeting.
- Financial Documents and Policy Updates – New Minimum Standards for NYS
 - The library director will develop a schedule for policy updates as required by NYS Education Department. A Claims Audit Policy will be written to be approved at the next meeting with the anticipation of appointing Arlene Henry as the Claims Audit Officer for the library.

OTHER BUSINESS:

Holiday Bonuses will be given to Cheryl Dunmire and Michael Nowak as in previous years \$25.00 each. Motion made by: Linda Seconded by: Suzanne and carried

Library Book Delivery to homebound residents in the Boston/Colden area:

The director is currently speaking with Meals on Wheels about the possibility of developing a program that would deliver books, movies, audiobooks and music CDs to homebound residents in our service area. More information is currently being gathered and will be presented at the next meeting.

One additional meeting is being added to the schedule to allow for more regular meetings.

Motion to adjourn the meeting:

Motion made by: Linda Seconded by: Suzanne and carried

7:12 - Meeting adjourned

MEETINGS in 2019:

February 12, 2019
April 9, 2019
June 11, 2019
September 10, 2019
December 10, 2019

Librarian's Report – December 4, 2018

1. Contract Account Balance: \$1381.64

Checks written since the last board meeting

| | | |
|------|---|-----------|
| 2252 | Chevalier –Plow Contract | \$900 |
| 2253 | Republic Services - Garbage | \$64.83 |
| 2254 | Michael Nowak – Mulch and Light Bulbs | \$55.72 |
| 2255 | Michael Nowak- Lawn Mower Battery | \$43.36 |
| 2256 | VOID | |
| 2257 | Carl Borowicz - Ballast | \$17.12 |
| 2258 | Funke Electric – Light Problem Shooting | \$95.00 |
| 2259 | Erie County Water Authority | \$48.72 |
| 2260 | USPS – 990 Form and Roll of Stamps | \$62.40 |
| 2261 | Republic Services - Garbage | \$65.32 |
| 2262 | USPS – Radon Kit Mailing | \$7.60 |
| 2263 | Ashford Small Engine Repair | \$118.00 |
| 2264 | Republic Services – Garbage | \$65.27 |
| 2265 | Travelers Insurance | \$1962.00 |
| 2266 | Post Office Box | \$144.00 |

2. Payroll Report: As of Pay Period 21 we are projected to be under budget for staffing by \$5,400. This amount will be less by the end of the year because we have finally filled all vacancies. Next year will run much closer to the budgeted amount (assuming staffing levels remain consistent).

3. System Paid Expense Report:

As of 9/30/18 Boston is projected to be within our System Paid expenses for 2018. This report includes wages, benefits, retirement, natural gas, electricity, and phone lines.

4. Other Expenses

a. Above and Beyond Tree Pruning: After obtaining three estimates for pruning, we chose Above and Beyond Tree Company to prune the oak tree to the left of the driveway and trees along the right side of the parking lot. Work was completed on October 12th and cost \$800. Limbs along driveway and parking lot were dangerous for patrons especially with the upcoming snow season and some branches even extended to touch the left side of the library building.

b. Ashford Small Engine Repair: The push mower needed a new drive belt, blade, and oil/filter change to remain operational. Work was completed on 10/28/18 by Ashford Small Engine Repair for \$118.00 paid for out of the contract account.

5. Reimbursement Requests

a. Suzanne is requesting \$69.74 for supplies for our card making class on December 8th.

- b. I am requesting a reimbursement of \$233.73 for supplies purchased for programs between September and December of this year including our Rock Star Craft, Pumpkin Art, Graham Cracker Houses, and Christmas Ornament Making class.
 - c. Both requests as well as the funds provided to the musician for the Gala will be submitted to Central for reimbursement to the Association from our Central programming funds and the Year End Appeal.
6. Staff Changes: Susan Rudnicky was hired as a part-time clerk typist. She was a former library director of the Hoag Library in Albion, NY.
7. Meetings
- a. September 11 WNYLRC Training Center Weeding Training
 - b. September 12 Central Manager's Meeting
 - c. September 19 West Seneca Contract Manager's Meeting
 - d. September 29 Collins ACT Meeting
 - e. October 10 Central Manager's Meeting
 - f. November 14 Central Manager's Meeting
 - g. November 17 West Seneca ACT Meeting
 - h. November 19 Central Mindset Workshop
 - i. November 26 Central Mindset Workshop
 - j. December 5 YSG Meeting and Ready to Read Training
 - k. December 7 Central Calendar Training
 - l. December 12 Central Manager's Meeting
8. Correspondences:
- a. Thank you letters were sent to
 - i. Town of Colden Supervisor for the \$1,000 donation
 - ii. All Gala and book sale volunteers as well as patrons and businesses who donated baskets or items to the basket raffle.
9. Radon Mitigation Options
- a. In June, we had the radon in the basement tested by Certified Radon Systems and we came back with a reading of 6.5pCi/L. Action is strongly recommended at levels over 4.0pCi/L.
 - b. We retested with a kit purchased at Walmart and received a level of 4.3pCi/L which is significantly lower.
 - c. I obtained four estimates for mitigation that had a wide range:
 - i. WNY Inspection Services \$2640.00
 - ii. WNY Radon Mitigation \$1383.00
 - iii. Certified Radon Systems \$1700.00

- iv. Inhabit Home Services \$1,250.00
- d. The Town of Boston's Engineer recommended Inhabit Home Services for mitigation. All estimates contain a 5 year guarantee or a warranty on the fan.

10. Year Round Hours – Discussion

- a. Many libraries across the system have switched to year-round hours for consistency of service. At this time in addition to Boston, Grand Island, Lackawanna and Newstead still have summer hours. Concord is switching to year round hours and will be closed on Fridays and open on Saturdays.
 - i. After carefully observing statistics and considering all of our options, I believe we should continue to switch hours in the summer. Saturday statistics take a serious hit as the weather improves (I have made a note of this in my last several years of circulation calendars).
 - ii. Consistency and responsiveness to the community is important however, so I conducted a survey of library patrons. We had only 13 responses, but 9 out of 13 voted for switching to 1-5 (instead of 2-6) on Fridays during the winter. 10 out of 13 also voted for Wednesdays from 10-2 which would be a direct switch from current Saturday hours (for the summer).
 - iii. Fridays for the summer were almost evenly split with 5 of 13 of the respondents interested in Friday mornings and 7 of 13 interested in 1-5 hours. If we stay with 1:00 PM – 5:00 PM year round the only switch in the summer would be closing Saturdays and opening during the same hours on Wednesday mornings instead. We don't know how Concord's new hours might affect our Friday circulation. Friday mornings worked very well in 2016 but not well in 2017. We could try staying consistent 1-5 on Fridays year-round. If we decide to switch to mornings for the summer I would recommend 10-2 so it is consistent with Wednesday's hours.
- iv. Our 2019 hours need to be submitted tomorrow morning. I already obtained an extension so we could vote on this tonight.
- v. My recommendation:

Winter Hours

Monday 10-8

Tuesday 1- 8

Wednesday Closed

Thursday 10-8

Friday 1-5

Saturday 10-2

Summer Hours

Monday 10-8
Tuesday 1-8
Wednesday 10-2
Thursday 10 – 8
Friday 1-5
Saturday/Sunday Closed

11. Fall Gala and Book Sale

- a. The Gala and Book Sale were a success this year! The Friends of the Boston Library raised a total of \$3504.70.
- b. Ticket Sales accounted for \$1598 (2017=\$1412)
- c. Basket Raffle/Wine and Beer raised \$1320 (2017=\$1240)
- d. Book Sale profits accounted for \$840.75 (2017=\$823.00)
- e. Additional Donations of \$200 were given to the Friends at this time.
- f. The Town of Colden also presented \$1,000 to the Association to be used for programming for the community.

12. Gallivan Grant – Bullet Aid

- a. We have received \$2,500 from Senator Patrick Gallivan's office for use towards computer equipment, technology, a computer training program or security for library patrons. That brings our total in the fund to **\$5,520.97 for 2018**
- b. Launch Pad supervisor Jordan Smith provided me with the following links to equipment purchased by Central for conversion:
 - i. \$499 - Samsung DVD-V9800 Tunerless 1080p Upconverting VHS Combo DVD Player (Combo VHS/DVD player that exports via HDMI)
 - ii. \$99 - HDML-Cloner Box Suite (used for actually recording the output of HD signals to a thumb drive)
 - iii. \$1,299 - Pacific Image Reflecta Super 8 to Digital Video Converter (for converting Super 8 film into HD video)
 - iv. \$675 - Epson Perfection V800 Photo scanner (for scanning and converting printed photos, as well as 35mm Negative & Slides)
 - v. \$319 - Sony DCR-HC52 MiniDV Handycam Camcorder (for playback of MiniDV tape format videos)
- c. I had selected the following equipment from Amazon:
 - i. \$119.95 -ClearClick Video to Digital Converter - Capture Video from VCR's, VHS Tapes, Hi8, Camcorder, DVD, Gaming Systems (much cheaper option than the Samsung, but it is not upconverting the files.
 - ii. \$169.99 - KODAK SCANZA Digital Film & Slide Scanner – Converts 35mm, 126, 110, Super 8 & 8mm Film Negatives & Slides to JPEG –

Includes Large Tilt-Up 3.5” LCD, Easy-Load Film Inserts, Adapters & More

- iii. \$273.99 - Wolverine 8mm and Super 8 Film Reel Converter Scanner to Convert Film into Digital Videos. Frame by Frame Scanning to Convert 3 inch and 5 inch 8mm Super 8 Film reels into 720P Digital
- d. I am meeting with a 3D printing expert from the Hoag Library in Albion to discuss options for design software purchasing. Fusion 360 is \$310 for a year-long license. I would also like to purchase more 3D printer filament with the funds to allow patrons to print at low/no depending on size costs.
- e. Elma has started a library of things including Go-Pro, Metal Detectors, and various other technology gadgets to be checked out to the public. We could use Gallivan funds to start a collection like this.

13. Fall Programming Statistics

- a. We have had a very business fall schedule. There were 24 scheduled preschool story times, 4 family seasonal craft evenings, outreach to Churchill Child Care and Colden Arts Festival, 16 therapy dog reading days, Turtles with the Niagara Aquarium, Nature Play with Central Library’s Children’s Staff, Graham Cracker Houses and an upcoming Christmas Card Making Class.

14. Upcoming Spring Programming

- a. Story Time for 3-6 year olds will be held every Tuesday at 6:00 PM through the winter and spring. Thursday’s 10:30 AM story time will be geared towards younger children from 6 months to 3 years old.
- b. Take Your Child to the Library Day – February 3rd will include special events, giveaways, and a snow slime making program.
- c. Craft Programs – Our seasonal craft programs have been extremely popular with an average attendance of nearly 40 people at each session. We will be continuing these programs with Valentine’s, St. Patrick’s Day, and Easter Crafts in February, March and April.
- d. We have 2 Technology Programs
 - i. Book a Technology Trainer January 26th from 10:30AM – 1:30PM
 - ii. Family History- Ancestry Library Edition February 11th from 5:30PM– 7:30PM
- e. I am also looking into scheduling workshops with the 3D printer and eventually with the 3D printer software once that is purchased.

15. Financial Documents and New Minimum State Standards

- a. I attending an ACT meeting on November 17th in which the library trustees and directors from Orchard Park, Cheektowaga and Clarence spoke about their

experiences with NYS audits. Largely the recommendations were to include more detail in the treasurer's reports to the board and in the minutes.

- b. Claims Audit Officer – the auditors for all libraries required the creation of a Claims Audit Officer – someone who does not have check signing ability but can verify and sign off on all checks written from the Association Account. A Claims Audit Policy should be developed and adopted. We could utilize Clarence or Orchard Park's policy.
- c. Duplicate signatures on checks and invoices
- d. Conflict of Interest Policy is very important. All Trustees and the director must sign it annually.
- e. Budget for the Association Account – NYS requires a written budget for the Association Account even though it is considered “private”.
- f. Training for Staff and Trustees- NYS now has requirements on the continuing education of staff and trustees. Staff will be required to complete technology training annually. Trustees will be required to complete 3 hours of continuing education annually. The state has not yet decided what it will accept as continuing education.

16. Meals on Wheels

- a. I have emailed Meals on Wheels about the possibility of coordinating with them to develop a book delivery for housebound Boston residents.