

Hazeltine Public Library Board Meeting, March 23, 2021

CTO: 5:23 PM

PRESENT: Erin Pangborn, Judy Haller, Nikole Knobloch, Liz Burns, Pat Fincher; trustees. Katie Smith, library director

Excused: Sally Burns, trustee.

TREASURER'S REPORT: Judy reports February expenses totaled \$5,232.82; included payment for awning and priming of pump. At end of month checking acct was down to just over \$3,000.00 so Judy transferred enough from Money Market to bring up to \$5,000.00. Monthly financial inc/exp report presented as well. Nikole moved to accept treasurer's report, expenses; Pat 2nd, all approve.

MINUTES February minutes reviewed, Pat noted that correction needed to treasurer's report-septic funds used for gravel totaled \$1300, not \$1500.

Erin moved to accept minutes with change noted, Judy 2nd, all approve.

CORRESPONDENCE: Only item was notice of date set for Busti Historical Society summer festival: 6/27/21.

DIRECTOR'S REPORT: Katie is in process of getting quotes for roof and foundation repairs using the remainder of septic project funds. Discussion centered around replacing roof area with shingles vs metal; whether to have old removed first or left on. Current quotes for metal run around \$8,000; for architectural shingles between 7 and 10,000. It was suggested that Katie pursue getting some quotes from Amish roofers. **CONCERN RAISED RE: INSURANCE COVERAGE WITH AMISH WORKERS.**

Written details attached for this and other library news in full directors report

OLD BUSINESS:

Annual Report: report required by NYS and CCLS has been completed and is available for review. Liz moved to accept same, Erin 2nd, all approve.

Shed Project: Katie met once with architect, rec'd materials list from Chautauqua Brick, to meet with architect again to confirm costs, send to BOCES.

Quikbooks program status: Katie determined that current edition is good until May, 2022.

NEW BUSINESS:

Pandemic Plan- Members had reviewed previously, Judy moved to accept, Nikole 2nd, all approved. Will go into policy manual.

Alarm System- Contact info will need to change with Erin Pangborn having taken over as president of trustees. She will be second to be called after

Katie; relates to issues with intrusion, fire, etc. Katie will get Erin all necessary info, including password and how to use.

Landscaping- Only interested party- Dorler Landscaping- will do work required for \$1500 annually, which is within our budget for grounds maintenance.

They will do Spring and Fall cleanup, regular mowing, care of foundation plantings, etc. They request monthly payments. Judy moved accept this contract, Liz 2nd, all approve.

990 report- Lisa Rexford confirmed that she will complete and file by due date, May 15th.

Memorial Day Events- Katie reports town will not be holding regular events this year.

Annual review of building insurance- Nikole will look into most cost effective plan and provider, starting with Erie Insurance. Currently using J. Edwards.

Hazeltine Fund in Albany: Katie sent letter of request for status, rec'd response that they will check on same, may take up to 6 wks.

ADJOURNMENT: Pat moved to adjourn mtg at 6:05, July 2nd, all approve. Next Meeting April 27, 2021 **NOTE: It was decided to move start time to 5:30 PM.**

After meeting – This was the last meeting for our long term board chair Patricia Fincher, her service to HPL began in 2012 and for much of her tenure she was the board chair. In recognition of her service to HPL, Pat Fincher was presented with custom painting of library. Picture was created, mounted and framed by Cheri Burk. Small plaque added to the frame and letter of accomplishments added to the back.