

2021 Meeting Minutes

Meeting minutes Jan. 18

1. Call to Order 6:43
2. Any deletions or additions -- yes, grant
3. Treasure Account Update -- \$50,792,67
4. Approve Last Month's Minutes -- West, Stevick motioned and approved
5. Directors Report
 1. Phones -- need to purchase phones via equipment
 2. Programs
6. Town board meeting. (Next meeting is Feb 21). Stevick went to meeting 1/17.
7. Business
 1. Building project/ community forum -- everyone come at 4:30
 2. Summer concert series -- Ask Amy and Reeni, Decker from Wellsville, maybe look at Palmer Opera House list and Mr. Barteau (Sheila will track down contact info)
 3. Arts Grant/Storytelling Festival -- Katie will update (will ask her to email)
 4. Grant -- add to agenda next month.
 5. Bills -- Move to approve bills, West, all approved
 6. Donations, memorial and from BOFA (some for poetry contest, some for StoryFest)
 7. Meeting adjourned, 7:30

Meeting minutes Dec. 13

1. Account balance
2. Approves last month's minutes
3. Director's report: discussed plans for possibly purchasing camera for annex, sink, shrubs, carpet cleaning. Pausing book boxes for January. Won grant to pay for appx a year of the box program.
4. Next board meeting: Jan. 17, 7:00. Dave and Katie will go. (Beth will go next week)
5. Building project: Forum Jan. 27 -- Will work on newsletter if not too late. Emailed community forum prep notes. Patty will revise and send advertisement graphic ASAP.
6. Beth will work on the tax exempt letter.
7. Arts Grant/ Storytelling Fest: Grant due Mid-Jan. Maybe need to meet? Will check.
8. Concert Series: No update
9. Bills: Approved by all
10. Next month: will discuss Tales for Tots.

Meeting minutes Nov. 16

1. Call to order 6:34
2. Treasurer account same as last month

3. Director's report- circulation at 808, etc. should continue to add money to digital collection. Doing a plant exchange with at least a dozen participants and at least four new attendants. Used laminator for first time. Having more in person programs. Going to do story time with Santa (Josh Cole). Maybe give away books.
4. Town board meeting... upped bldg maintenance raised to \$5,000. Will do some maintenance like replacing pipes, shampooing carpet, etc. might also get another security camera. Next bd meeting Dec. 20 (need to check if having). BETH will go to this meeting.
5. Building project, need new date for forum. Jan 27
6. Summer concert series. Will do four and line up two backups. Raffles every time, more library forward, give away or sell books, dark green banner or tablecloth. Maybe can ask Nikki Sortore (Katie).
7. Need more books for tots and bags. Add info to sign up for imagination library.
8. Storytelling festival, grant app due Jan 7. Katie will work on this. Will do June 11 or 18.
9. Bills— all approve.
10. Yearbook will ask for ad. Approval for \$60 ad.
11. Next meeting Monday Dec. 13

Meeting Minutes Oct. 19, 2021

1. Call to order 6:42
2. Welcome to new board member, Anne West, replacing Suzy Male
3. Report on balance.
4. Last month's minutes: West moves to approve, Hazelton seconds it.
5. Director's report: phones still not done, waiting for updated quote.
6. Move to go fine free, Preston, Second, West. (All STLS libraries in the area are fine free, brought in less than \$400 a year in revenue). Still charging for lost books after 62 days (or damaged).
7. Town board meeting: Library Board was on agenda. They were informed about building committee meetings and the Nov. forum. Drainage around library was repaired.
8. Nov. 4, 5-8. Community forum -- need social media and posters to go out. Email sent to board.

Meeting Minutes September 21

1. Meeting called to order at 6:36 by B Hazelton. Seconded by K. Szwejbka.
2. Treasurer update: \$50,972.67.
3. Motion to approve July's minutes made by P. Preston. Seconded by D. Stevick.
4. Director's report:
 1. There is a need to replace the downstairs toilet (would come out of Town budget, as they own building).
 2. We would like to replace the shrubs out front with something that looks nicer and is also easier to maintain.
 3. List of maintenance needs for Tim:
 1. Gutters need to be cleaned (possibly replaced) for Main Building. If Tim cannot do it, can someone be hired? Annex gutters should be cleaned as well before Winter.

2. Outside windows for both buildings need to be cleaned. This is not something library staff can do due to heights.
3. Light bulb needs changed in Annex hallway.
4. D. Stevick thanks S. Weaver for all her recent work on the grant application.
5. Waiting on updates re: phones.
5. Building project update:
 1. Can we see if the Town's budget for library building maintenance can go towards the project? This will be a question to bring up to the town.
 2. Building Project team will meet on the second Monday of the month at 6:30pm in the library. B Hazelton will see if Dave can also join those meetings.
 3. Grant was finished by D Stevick and sent application to Brian. He will review and send back any questions. We need an updated statement from Dave Jennings offering approval of the project.
 4. The Historical Preservation committee likes the idea of a new building behind our current building so that the historical building is the more prominently seen one.
 5. On Saturday, grant due date, construction figures from Ryan/the contractor showed that phase one would cost \$655,000. This means that the majority of the total project cost would all need to be part of phase one. Our phase one should be closer to \$260,000. This is largely due to the cost of digging into the ground and laying a foundation with the form fitting walls (rather than a slab). Ultimately this would eliminate the need for a lift or elevator, which is a yearly cost.
 6. Need for consultations from additional architects. P. Preston will send suggestions. She will also make connection to local colleges to see if there is an architectural student who might fit our needs.
 7. 10/6 is deadline for next phase of application and Brian needs time to review it first. We may need to try with the earlier drawing so that we can then seek out other architecture options.
 8. Can the Town be the one to lead destruction of current building? Can they assist with digging foundation? That would alleviate some of these cost issues for us.
 9. Consideration of if this grant and the project needs to be paused for a year to give us time to get more details.
 10. Motion by K Szwejbka to put the project and grant on hold. Seconded by B Hazelton.
 1. Aye: 4 Nay: 0 Abstain: 0
 11. Discussion on large community group meetings vs. smaller group meetings.m
 1. Community meeting -- **November 4 Library Town Hall for Library Changes**. We will provide desserts. B. Hazelton will talk with Lisa Denning about donating drinks from Snack Shack at school. Meeting will be held from 5 to 8 with new meetings starting each half hour.
6. Town Board Meeting update:
 1. B. Hazelton shared elevation pictures and building project needs with the Town. Dave thanked the library board for working hard to put the project proposal together. Overall reception to Hazelton's comments were positive.
 2. According to the Highway department, in the next 1-2 weeks they will start working on digging to help with drainage behind the Annex.
 3. Monday, September 27th is the budget meeting and October 18th is the next regularly scheduled meeting. We would like to attend the budget meeting and ask about using some allocated library funds from the town budget towards building project/loan repayment.
 4. D Stevick will attend 10/18 meeting and B Hazelton will attend 9/27 meeting.

7. S Male has stepped down from the board; we need a new member.
 1. Sunshine Sullivan has been approached and is considering it.
 2. S. Weaver will ask Brian about if/how to add additional board members and if we need an odd number.
8. Concert Series
 1. Discussion on if the summer concert series (and the need for board members' involvement and hours is) makes sense for us.
 2. Changes for next year: Table staffed by library board member, place to sign up for cards and make donations to library. We would like to maybe have a local opening act each time, Sean Mahon and/or Belfast students each time maybe? We want to make sure that the library has more exposure through this series.
9. Arts Grant
 1. Change to Wyoming Arts grant from previous years. There doesn't seem to be a lot of information available online for next year's grant right now.
 2. Cuba Library is interested in partnering with us for StoryFest.
10. Bills
 1. Approved by B Hazelton, K Szwejbka, D Stevick, and P Preston.

Meeting Minutes Aug. 27 with Brian Hildreth

1. Discussed redesign, Brian thinks SHIPPA will not have issues with changing the location of the addition.
2. Possible Architecture Firms: CPL, LaBella, local project manager (talk to Fillmore)
3. Funding: Need USDA Rural Development's Community Facilities Program. They provide full package financing program. Will need conceptual renderings, floor plans, etc (detailed info) and one lump sum for total project. Rate is competitive with local banks. Will provide grant funding in addition to loan. American Recovery Act (first federal stimulus) and Appalachian Regional Commission funds being used to pay off another similar library loan. State will help us pay this back (maybe)?
4. USDA is very slow, need to work quickly. 15 month process.
5. NY Construction Aid will bring appx \$350 -- about half of total needed. About 100,000 will come in grants from NY (?). \$300,000 will need to come from elsewhere -- USDA. Might have longer than 5 year term.
6. Sept. 17 -- need to show "means" -- amount of money in bank -- we don't have the right amount, Brian says this is just a technicality.
7. Can possibly including funding to pay architects/engineers in Phase 1. Anything after July 1 2021
8. Talk to Sen. Borell, local legislators, Assemblyman Giglio.
9. Appalachian Regional Commission Funds -- ask these people to help -- will be a dozen federal forms, etc. Focus on workforce development
 1. Richard Zinc (Director Literacy West)
 2. Kier Durhlan (ALC County Planner)
10. Rebuild American Libraries Act is coming through congress. IMLS Institute and American Library Association pushing for an infrastructure bill to help with libraries.
11. Need local contractor to provide a "detailed" quote that is close to the phase 1 quote from architect.
12. Will set up meeting with Tom Becker (via zoom) about USDA grant and state construction aid.

July 15, 2021

1. Call to Order: 6:44
2. No deletions or additions to agenda.
3. Treasure Account Update: less than last month, some payments for Storyfest honorariums.
4. Approve Last Month's Minutes: Preston moved to approve, Male seconded, approved.
5. Office positions
 1. Secretary: P. Preston
 2. Vice President: D. Stevick
 3. President: B. Hazelton (last year)
6. Director's Report
 1. Phones: Fixed, still waiting on the new phone system.
 2. Book subscription boxes: good feedback
 3. Numbers for holds, sign-outs, etc, in the director's report.
 4. Hired Taylor Stuck for summer help. We will need one more employee and could hire one more in the next few months.
7. Town board meeting. (Next meeting is August 16): B. Hazelton will attend. (prefer others to go Sept. and Oct.)
8. Business
 1. Building project updates-
 2. Storyfest
 3. Summer concert series:
 1. Raffle:
 1. Riverdog will donate t-shirts for raffle.
 2. Brandi Ely will donate items as well.
 3. The Coffee Shop will donate for raffle.
 4. Quilt raffle will go throughout August. Sheila will manage this.
 5. Preston's will donate something (will work on better idea, maybe tire rotation, alignment)
 6. S. Male will obtain raffle tickets in 2 colors.
 7. Board will contribute baskets. 1 mystery basket, 1 stem basket, 1 arts and crafts, 1 romance. Will create an Amazon Wish List for items in the next couple weeks.
 8. Kevin Burdick will donate an item.
 9. Eva's framing? (K. Szwejbka)
 - ii. Food:
 1. Anna H will do whoopie pies, marshmallow bars, raspberry treats.
 2. Hotel will get back to us. Patty
 3. Jean (Corn (1), Mac n Cheese (2), Choc Cake (2))

4. Babbage will participate. (French Fries (1) PB&J fried donuts (2) Mini Pork Sandwiches (3))
5. Oakes will participate.
6. Beth will talk to Harringtons about donating an item vs. a pizza.
7. Patty will talk to Bums (subs or chick bbq? Not pizza or wings).
8. Aces will participate

iii. Legion (D. Winans) will be backup for concert in the park in case of rain.

- d. Bills - approved
- d. Meeting adjourned 8:11

Next regular meeting is August 17 @6:30pm

June 15, 2021

1. Meeting started at 7:04
2. Szwejbka motioned to approve minutes, all approved.
3. Current balance, 50, 876.30
4. Director's report: Overall circulation up, Take and Make sensory glitter jars, Book Box. Will work on spreadsheet so volunteers can help and media kits to solicit funds.
5. Phones: Have not made progress. Dave is working on this to hire GoTo.
6. Book sale made \$117.00
7. Town board meeting: Hazelton will go (next week). June 19.
8. Ken Stanton will trim the shrubs. Eva Heaney has been working on flower beds.
9. **StoryFest:** Male will create flyer/graphic to go in newsletter (by June 20), social media, book box insert, posters about town. Will need link on social media (google form), 3-6 grade registration online, and include a phone number to library to sign up via call. Add announcement/press release to local libraries. Male will prepare press release to go to local libraries in addition to graphic. Ask Matt Babbage if he will do food truck for this and let Suzy know so she can add it to information (11:00-12:30). July 10.
10. **Summer Concert Series:** Food truck is set up, musicians are set up, poster is made, part of the funds are in. Every Monday in August, 6:00-7:00, town park, last is Taste of Belfast. Will do 50/50 and some big ticket items donated as raffle. Explain to businesses: 1) No grant to fund this year,
11. **Taste of Belfast, Aug. 30, 5:30**
 1. Aces (Preston), Harringtons (Hazelton), Hotel (Preston), Oakes (Male), Food Truck/Matt Babbage(Weaver), Firehall for drinks and facility (same as 2 years ago, Patty O for Digital Sign for Story Fest and each Concert, Preston), Anna Hossetler for Baked Goods (Hazelton), Jean (Weaver), 3 Bums? (Hazelton) .
 2. Set up at 5, ready by 5:30. Aug. 30.
 3. Ask what they plan to serve and how many tickets/dollars. (we will sell tickets for \$1.00).
 4. Have bucket to explain NO profit to library, donate please.

12. Taste of Belfast: OTHER businesses for cash/raffle: Aquamarine and Dirty Works (Male), Park Plaza and Preston's (Preston), Outdoor ? Store, Houghton Coffeeshop (Stevick), Eva's Framing, (Szwejbka), Can contact businesses.
13. Building project: By June 25, need architect (Ryne) phases breakdown. By Sept. 17. need quote in kind. Weaver/Bryan need to ask about what contractors were used for other projects (and call to ask if they can do a historical project). Stevick will call Bryan and set up zoom very soon to answer questions about the building project.
14. Community meetings -- Hazelton will call Bryan about these.
15. Bills approved -- Preston moves to approve, all voted yes.
16. Preston moves to adjourn, Stevick seconds.

May 18, 2021

1. Meeting started 6:40
2. Dave Kraus, IT volunteer. Phone service needs to be modified to a voiceover IP instead of landline (static, not supported). We have good internet, so Voiceover IP makes sense. Quote 1 from Vonage, Quote 2 from Goto (Jive). Cost same with two extensions and include hardware lease (better supported and can be replaced). \$62/\$75 are the quotes. Old monthly fee is \$55.00. Dave recommends Vonage as they seemed more professional and dependable, but Goto/Jive is a new service and already working with Cuba Library. Would not be easy to go through workflows, so would probably not be integrated (?). Motion to switch to Voiceover IP with one of these providers (awaiting a bit more information). Decide before Memorial Day.
3. STLS doing work for a grant for electronics to cover all 17 Allegany County libraries. Sheila plans to ask to update all computers, add laptops. Grant does not cover phones. Will have to cover 30% of the cost. Hot spots. Need enterprise license (which differs) and we don't qualify as a nonprofit. Do some research about the efficacy of chromebooks and maybe buy/find one to try out. (Ask Mike B or Jeff L). Will need to finalize the list for equipment requests by next Month. Sheila will gather estimated costs for 2 employee computers, 2 desktops, 2 laptops, maybe hot spots. Need to crunch numbers and try to keep 30% to \$1000.
4. Account balance. \$50,876.30.
5. Preston moved to approve minutes, Szwejbka seconded, all approved.
6. Directors report shared.
7. Need to set up book sale.
8. Town board meeting. Dave attended.
9. Masks: Employees still being asked to wear masks and patrons if they are unvaccinated. Employees are not to question patrons or discuss masks with them.
10. Building project grant: Will initiate in June and can apply over several years. Will meet with CPL on Thursday at 2:30. Szwejbka and Stevick will meet to discuss the grant.
11. Town board meeting June 21
12. June 14, 6:30
13. Storytelling Fest: Press Releases needed
14. Move to adjourn 7:45

April 20, 2021

1. Meeting started 6:40
2. No amendments to minutes
3. Move to approve minutes: Preston, second Stevick
4. Director's report
5. Move to approve Cricut purchase: Hazelton, second Preston
6. Staff t-shirts have arrived: give Hazelton \$20.00
7. Board meeting May 17, Stevick will attend
8. Building update: need to finalize interview questions
9. Move to approve Pandemic Operations Plan: Hazelton, second Stevick
10. Storytime update: funding being distributed late/slow. Need to raise \$200.00 from local business, and organize advertising and sending information through school etc. Will need to have this on next month's agenda.
11. Bills: Hazelton moves to approve, Stevick second
12. May 12 budget meeting at 7: Hazelton and Stevick will attend
13. May18 meeting in person at 6:30 in new and improved basement
14. Need to move computers from upstairs to downstairs for social distancing
15. Preston moved to adjourn, Sheila second, 7:30

March 16, 2021

1. Meeting started 6:35
2. Director's report: all information similar. Finished annual report.
3. Motion to approve annual report, motion by Katie Szwejbka, Suzy Male seconded, all approved.
4. Treasurer's report: no changes.
5. Motion to approve minutes: Preston, second Stevick.
6. Budget meeting for community: May 12, 6:30-7
7. Notes for graphic: other libraries raising tax due to min wage increase, last time a significant tax increase, last time tax revenue matched expenditures, maybe list of library services?
8. Feedback on infographic and public information will be obtained from Brian. Will possibly plan a meeting with him to review the materials and plan for informing the community.
9. Building updates: Ready to start interviews at end of May. Sheila worked on sample questions and will send those to the board.
10. Writing fest update: will confirm that it's moving forward. Discussed schedule. Can also create poster for the story event -- need title that encompasses the presentations. Need to confirm the gazebo for July 10.
11. Summer concert series: Poster almost finished. Will send letter to Lion's Club asking for funding. Sheila is applying for a grant for audiobooks, etc, also from the Lion's Club (not from local fund).
12. Taste of Belfast: will need to contact vendors.
13. Fundraisers: will do basket raffle and 50/50 at the Taste of Belfast.
14. Thank you notes: Katie will do it!
15. Bills: will approve via email.
16. Move to adjourn: 7:24

BELFAST PUBLIC LIBRARY

BOARD MEETING MINUTES

February 16, 2021

Library Board Members Present:

Beth Hazelton, Patty Preston, Dave Stevick, Katie Szwejbka

Library Personnel: Sheila Weaver

Others Present: Brian Hildreth

- Brian notes that community support and communication will be key for passing the proposed tax increase. Encourages us to hold open zoom meetings and join in any currently ongoing community meetings. “Best thing you can do is talk to your community.”
- As trustees we have a fiscal responsibility to make sure our library can meet the needs of your community. That’s what we’re doing, “This is what we need for you to have a high quality public library.” It’s a bigger problem to never ask for money and then ask for a LOT of money when you’re in a big hole.
- Brian can provide powerpoint slides, newsletters, etc samples from past campaigns at other libraries
- Question to Brian: Have you need a proposal like this not pass? Answer: He’s seen 16 similar proposals over 5 counties over the past 6 years. Of that, only 3 didn’t pass: Prattsburg, Avoka, and Howard. There wasn’t enough information out there and the trustees didn’t have good connection with community to make them aware. Misinformation is dangerous.
- Be upfront and honest with your community members and you have a good chance to pass it. Launch and follow through with PR campaign.
- Legal notices will go out the last week of March/first week of April. Between now and then we need to get information together in a succinct way, follow timeline that Brian will share for us.
- Timeline for building project. No ideal time to apply for construction aid. Brian needs to know a phased-in approach to doing work and a determination of the scope of work. Most major capitol projects we try to figure out how to phase in over 3 years. 2 years at 100k each of aid, and year 3 whatever we can’t raise and still need.
- If we apply for construction aid in 2021, 3 years after July 1 2021 is when the work would need to be done. Now is a good time to reach out to USDA about funding, too.
- Right after budget vote we should decide if it’s something we can do over the next 3 years of if we need a longer timeline.
- Building summary:

Feb. 9, 2021, Special Meeting

1. Meeting started 7:05
2. Katie Szwejbka nominates Patty Preston, David Stevick seconds, for board trustee election candidate.
3. Discussion of budget. Wages have increased (state minimum mandate changed a few years ago) and that has caused the costs to surpass tax revenue.
 - Data to collect:
 - When did minimum wage change?
 - What correlation between wage change and need for excess funds?
 - A 4% tax increase = \$2,000
 - What's our current tax rate? We've done a 4% tax increase the last several years....
 - How much is a property owner of x value paying a year currently, and how will that change?
 - How does our tax rate compare to neighboring community libraries?
 - Proposing a 50% increase....need numbers regarding impact
4. Beth proposes raising taxes by 50% (in order to compensate for incremental increases in minimum wage of the past six years).
 1. All in favor -- aye 4/ nay 0
 2. Suzy Male -- Aye in absentia

Jan. 19, 2021

1. Meeting started 6:43
2. Account balance: \$45,371.53
3. Dec. meeting minutes approved. D. Stevick moved to approve, P. Preston second
4. Director's Report: There's a bat in the belfry! Welcome to new Board Member, Katie Szwejbka. Security cameras installed and working, etc. Monthly bills for December approved.
5. Next town board meeting 2/15.
6. Storytelling Day Update: Submitted, confirmed, waiting for response.
7. Concert Series 2021 Update: We have three confirmed bands. Suzy will begin reaching out to food vendors. Need to create plan RE tickets/money.
8. Building project questionnaire and interviews: need to create digital survey and some image/logo/hashtag.
 1. #belfastnypubliclibrary, #buildingbetterlibraries, etc.
 2. Will create a shared doc to brainstorm ideas and then meet to plan more.
 3. Will create bookmarks with QR code to digital questionnaire (gift card)
 4. Interviews: Do groups with 2 Library Trustees and 3-5 community members (focus groups) the week of 1/25 AND also some individual interviews (with others).
 5. Feb -- National Library Lover's Month
 1. Story Walk - Sheila will look into it
 2. Advertise -- family appointments AND monthly book pickup(?)
9. Meeting adjourned 8:14

