

Watkins Glen Library Board of Trustees

Minutes

June 12, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:16 PM on June 12, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards, Aimee Dars Ellis. Guest is George Aiken, Taitem Engineers.

Taitem Discussion—these notes will be compiled onto the report and returned to Taitem

Air sealing question—Taitem is hesitant to provide too much detail. Various approaches have aesthetic risks. Taitem feels it is best to decide on course with the contractor. For example silicone would be hard to remove in future if needed to refinish wood frame or it may yellow over time. It may be a good long term choice though.

Discussion of lack of vapor barrier and humidification: George thought that if vapor barrier was an issue we would see mold on the interior. Block wall is not susceptible to corrosion so construction is not be that susceptible to moisture. Thinks whatever damage has been done is done. Moving forward--do we need humidification in the winter? If so we may want to maintain a negative pressure on the building. Leak from outside that way so not condensing in the walls. Will add a section to the report to discuss. Lou Vogtle also had some insights from previous work (that he passed along to George)—Corning Museum of Glass—very concerned about humidification there. They felt that absolute humidity was less important than keeping a stable environment.

The cost of humidification in the report does not reflect the whole cost because of the current controls—how we went from cooling to heating so quickly. The report does not account for the shoulder season swings from heating to cooling in the same hour!

The windows are likely the biggest energy loss. Can lights are an opportunity. Seal around pendants in cathedral of the library. Comfort impacts from sealing the windows from drafts (less than cost savings). Sealing leaks around pendants could be done by the painters. Can put bead along the top of waincoating in conference room as well. Thinks it will still breathe. Not building experts—run it by Bell and Spina. They are the Building Envelope experts.

Ultrasonic humidifier by itself was not a great option—combined with ASHP it's better. We could put ultrasonic humidifier in place of the steam system. In the report, they provided links for this system. Stacey thinks we would need an RO system for humidification. Otherwise the distribution emitters will scale up. This is a low priority item—not a lot of difference.

Hot water systems—Taitem only threw in there for complete electrification. Likely should put in minitanks as the IMRCC system fails but not proactively. It will probably be an improvement to users, there is no recirculation so line so it likely takes a long time for the water to warm up now at the sinks.

High gas usage in the summer—made them think we have gas leaks in our system. Kelly purchased a gas leak detection system. When was the repair made—is it possible that the old leak was represented in the data?

Replacing both IMRCC and library HVAC is in the report numbers. Needed to lump both buildings into one because not able to model individually (metered together).

DOAS is dedicated outside air system—IMRCC is moving 5000 cfm through the building. Needs to cool all that down when humidity is too high and then heat is back up. Really wasteful, most of humidity is likely coming from outside. We would have energy recovery as well. Our current system is wasteful. DOAS is state of art today but not new technology. Without humidification we could end up with cheaper system. We might not want to rely just on inleakage for fresh air though. The \$200,000 is based on quotes George has seen for similar system.

Payback years are really misleading because our systems are end of life. Premium for a heat pump is what should be looked at for the payback calculations. We'd like the total upfront costs. We want to look at payback from the delta between gas and heat pump. Not heat pump versus do nothing.

A410 refrigeration system in library is being phased out—as well as the next generation of refrigerants. That system is end of life because we will have difficulty getting refrigerant.

Next steps? Taitem is engineering design firm and think (of course) that we should pursue an engineering design and work with consultants on a bid basis. Still worth talking to Design Bid contractors. Can be a more streamlined process and more attention to detail and less finger pointing if there are problems. Opens the work up to more contractors if we have an engineering design. This is a time tested way to build and resolution paths are well established. If want oversight and eyes on the project go with engineering design. If time crunch and we find Design Build contractor that we like it may not be a bad idea. This does not need to go into the report we all agreed. Taitem might be willing to work as Owner's Engineer and get some oversight of a Design Build contractor that way.

Get comments to George by next week.

Judi asked about library vs IMRCC. With one meter can't split it up so that question can't be answered.

Amanda comment was on payback.

What were the conditions during the building water leak? Stacey look up--don't think it was due to switching between cooling and heating. She thought it was quite cold when we had the leak.

Kristin made a motion to approve the minutes for the May meeting, seconded by Amanda. All were in favor.

Treasurer's report.

Kelly shared grants spreadsheet. There are items that should roll over into next year. Absorbed grants from last year into year end incorrectly. Concerned that this will happen again this year. Amanda made a motion to pull from unassigned fund balance \$6,000 to restore grant funding for FY2024 to cover the unspent grant money from FY2023. Stacey seconded. All in favor.

Kelly is working with the school to ensure the grant line starts with the \$7000 unspent from FY2024. If this doesn't happen, we should move unassigned fund balance earlier in the fiscal year.

Library has a full year with school district planned as Treasurer. Talking about the transition and whether we will use a service or directly hire—will have more discussion as the year progresses.

Kristin made a motion to accept the May Treasurer's report and Aimee seconded. All were in favor.

Director's Report (attached):

- Congratulations! budget vote passed and large turnout. Sent thank you notes to STLS.
- Asking about separating out tax lines.
- Amanda voted in as new trustees. Oath of Office was administered.
- \$600 from Elmo Royce Fund to support chapter book club. Will offer books after the club to STLS and also offer some as prizes or offer as collection.
- \$1000 from Schuyler County Fund—summer learning
- \$500 from Walmart for summer learning. Kept getting mailed back because "address invalid" error.
- Summer Learning FAQ passed around and discussed. Full-line up and online! Wednesday 3pm weekly program and special programs are different.
- Planning a field trip to Lee School.
- Arts Council grants Kelly is working on (Adult programs and concerts)
- How deal with policies? Also we should be doing a bylaws update every 5 years. How do we want to handle? Kelly is OK to draft a policy and send around via email. Kelly enjoys writing policy so this will work. Put together table of contents first and get organized. July meeting will present what policies we have versus what we need to have.
- Civic Season event
- August 24 is book sale and accepting donations now. Delegate this to FOWL.

Old Business

- Construction aid update: Painting is approved. Cook Painting planning for September. Will likely need to do another walk through with Cook. Can mention caulking.
- Kelly and Bobbi (Hector) will meet soon—discuss how we will draft up the letter to school asking for tax fund transfer.

New Business

- Treasurer's Request
- Proposed new hours this year—start August opening at 10am instead of 11 am. Adds another 5 hours.
- Can we install "Holds" lockers so people can get their Holds book 24/7? Kelly will look into this idea. Cheap way to "expand" hours.
- IMRRC lease—will table rent increase discussion for today. Discuss via email. Think about the term of the lease as well.

No executive session.

Amanda made a motion to adjourn at 6:16pm, Kristin seconded. All were in favor.

Next meeting is July 10, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

July 17, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:16 PM on July 17, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards (remote), Judi Richards, Aimee Dars Ellis.

Kristin made a motion to approve the minutes from the June meeting, seconded by Amanda. All were in favor.

Treasurer's report.

Still an issue with transfers per last month's motion—Kelly is working on it. Aimee made a motion to accept the June Treasurer's report and Kristin seconded. All were in favor.

Director's Report (attached)/Old Business:

- Taitem recommended thermostat could only purchase through Seneca Heating, waiting to hear back. Seneca Heating recommended a different thermostat—they didn't think we'd like the one Taitem specified.
- Looking into different book lockers. Upscale ones hook up directly to workflows. Even small ones are expensive. Other options. Reached out to STLS to investigate other options. We would be the first use at STLS. They can pull together a list of vendors.
- Halco—based on the first quote we decided to not pursue Construction Aid—the quote came in too far above Trane and Taitem estimates. Halco has revised the quote using a different approach. Closer to the Taitem estimate now but the humidification bit adds a lot of cost. Taitem did come up with a creative solution to have two different systems and zones. Will likely be better for occupant comfort.
- Discussion of how to pursue with IMRRC. They have been difficult to engage in alternate solutions. It was decided that Kelly would draft up a letter to their board explaining the high costs and asking for a decision pretty quickly. Explain that we cannot absorb this cost—it is outside our mission.
- Rent increase for IMRRC (not including HVAC replacement)—get that for the August meeting.
- Tested for natural gas leaks. Think OK—couldn't find anything. Stacey commented that someone like Seneca Heating could work with NYSEG to do a pressure decay test—once valves are closed see how long it takes for pressure to bleed off—that can help quantify a leak.
- Internet of things: some of the requests are for power washer, sewing machine.
- Setting up water and snacks for increased homeless population that library is seeing.
- Book sale meeting went well. FOWL will put together fundraising baskets. Think secured a food truck. Still accepting donations through July 31. Aug 24 is book sale. Two days of prep and scouts will help us move books over. Contacted WG Athletic Director to help move books back via sports team. Same day as Hazardous Waste pick up—may be increased traffic.
- Kelly presented at symposium—great experience. Take to NYLA next year.
- \$3,440 Community Arts grant from the ARTS Council of the Southern Finger Lakes to support musicians and adult art programs.
- Drafted Conflict of Interest policy and form. Kelly will send out for review. Plan to vote in August.

- Testing out Directors Advisory Council on Teams. See if anyone else would look at policy and provide feedback. No one did but maybe it will be a good collaboration tool.
- School has a part-time custodian who might be interested in a library maintenance position, Kelly will follow up.
- Thanks Stacey and Kristin for cleaning the gutters.

New Business

- Election of officers: Judi--President, Kristin—Vice President, Stacey--Secretary. Aimee nominated that slate. Kristin seconded. All were in favor.
- Discussion of new report for wifi and website stats.
- Taitem re-issued the final report. Executive summary in recommendation column—one minor conflict but clear in language so no changes required.

No executive session.

Amanda made a motion to adjourn at 5:03pm, Kristin seconded. All were in favor.

Next meeting is August 21, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

Aug 21, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:16 PM on Aug 21, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Stacey Edwards, Judi Richards, Aimee Dars Ellis.

Kristin made a motion to approve the minutes from the July meeting, seconded by Aimee. All were in favor.

Treasurer's report.

July report—just started a new year, no questions. Amanda made a motion to accept the July Treasurer's Report, Kristen seconded. All were in favor.

End of year report questions: is the IMRRC true up (for Utilities overage) paid in full? Kelly will look into it. Also what did we expect for the unassigned fund balance and maintenance reserves? Stacey to verify that it matches what is expected. Stacey made a motion to provisionally approve year end treasurer's report subject to review of IMRRC true up and capital project budget. Kristin seconded. All were in favor.

Director's Report (attached)/Old Business/New Business:

- Busy month and busy last two months. Busy with summer learning—people are still collecting prizes.
- Ground News is a new program that allows you to review media bias. And tells you your bias. Fun to play around with it. It is a link posted as a link from the library website. Also an active link on the Director's Report. Sign in with library card number. Can sign up for email with daily articles.
- Director's advisory council—central planning—Steele Memorial big push towards digital. Likely will put more money into Libby and OverDrive. Mango Language learning app, Kanapy is streaming video. Ground News is part of that. Looked into Hoopla (it is crazy expensive), Ancestry is also crazy expensive. Vote is in September to move in this direction. Would add \$56,000 into ebook and audiobooks.
- Schuyler Tribute awards is next Thursday. Kelly was nominated. Library nominated for Legacy Award. Can vote as many times as you like.
- Awarded the STLS Sustainable practices award. Kelly cannot attend. Judi will be a little late but can attend.
- Aimee sent a list for bookkeeping contacts. Contacted Inero to see if they do it. We still need to contract for audit.
- ARC Grant—conference room upgrades. Put together something by the end of the month. STLS is putting together templates. What do we gain with a SmartBoard? Kelly said built into the wall. Cross between computer and chalkboard. Grant is a match—50%. Would include projector or speaker. Stacey commented that it was difficult to hear last month on hybrid meeting—Kelly said they used the Meeting Owl.
- Mark reached out regarding lease. In early September we will tell them the rent.

- IMRRC Meeting tomorrow humidification is on the agenda. 10am. Stacey to send talking points to Judi.
- Emailed Kyle regarding school custodian who might perform maintenance work.
- Sept 27 closing for painting will be down for at least a week. During walk through found things that should have been bolted to the wall so will fix that post painting. If concerns about staff in the building--has work from home projects and will come up with a plan. Kelly goes on vacation Th when they are closed. Kelly will check with them about caulking the pendant lights. And will firm up dates. Kelly will check on schedule and we will revisit schedule—make sure that it is a realistic schedule. Build in hours in case painting goes longer than expected. Take pictures before and after for social media. Grand Re-Opening Celebration!
- HVAC at a standstill until hear from IMRRC.
- Conflict of Interest policy was sent out. Kristin made a motion to approve, Aimee seconded. All were in favor.
- Calendar--Racing story time this year! Cookbook club in September starting! First Lego program went really well. Brickmaster Academy—children's version started. Reoccurring program. Will have a Halloween party this year on October 30 3-5pm. Aimee mentioned earring program—showed the earrings she had made. Aimee can also teach some jewelry classes.
- Book sale is Saturday! Food truck will be here until they are sold out. Scouts here tomorrow night. Don't have anyone for Monday for clean up—Kelly is hoping the school pulls through for her.
- FOWL Facebook group is up! Thank you Stacy Yeater.
- Three year anniversary for Kelly. We need to do review. Stacey can provide the checklist—will do in executive session next meeting.

No executive session.

Kristin made a motion to adjourn at 5:28pm, Amanda seconded. All were in favor.

Next meeting is September 11, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

September 11, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:16pm PM on September 11, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis. Stacey Edwards joined via zoom.

Kristin made a motion to approve the minutes from the August meeting, seconded by Amanda. All were in favor.

Treasurer's Report

August Report: Discussion of book sale, year-to-date looks good so far. Kristin made a motion to accept the August Treasurer's Report. Aimee seconded. All were in favor.

Discussion: Reached out to Watkins Glen Central School District about reserves, audit, and tax bills – hoping to meet with them the second week of October. Kelly did hear back from Kyle Percey, WGCSD Assistant Superintendent for Business and Operations, to coordinate with Diana Crane, WGCSD District Registrar.

Directors Report (attached):

- Pretty good month in August both from statistics and the number of programs.
- Kelly thinks the new hours are effective – the 10-11am hour is being used.
- Judi will attend the STLS Annual Meeting to accept the STLS Sustainability Award on our behalf.
- Smidge more money this year made than last year for book sale. Food truck was a hit! Glad it is over. Lots less books left over. Boxes are waiting to go to Thrift Books.
- Maintenance worker – person hoping for from school didn't work out. Kelly will coordinate with Lorrey Johnson from Civil Service office. Will draft a new position and see what the next steps are.
- Kind high schooler helped us move boxes for book sale and came back to change lightbulbs in the back room!
- School tax bills came out – they lumped the library tax rate together. Bobbi Beckhorn from Hector Library emailed Kyle Percey from WGCSD. Moving forward, we would still like to separate but Brian Hildreth of STLS did not think it was a big issue for this year. Did Kelly talk to tax collector? No-the request was communicated through Kyle Percey via email, who said he would forward request to the company that prepares the tax bill. Will be easier to separate finances next year when they will send tax funding by check. Start of the next fiscal year we need to have an accountant hired.
- ARC Grant – General outline was submitted to Brian Hildreth and that was adequate for now. Grant has not yet been fully submitted.
- Chamber of Commerce – Kelly invited to serve on the Chamber of Commerce SPARK Committee. The Chamber is business-heavy so it is nice to represent non-profits.
- Holidays – Christmas Even falls on a Tuesday so we would normally be open until 7pm. Can we close early? Any other days staff currently have that want to trade? Holidays are Memorial Day, Labor Day, 4th of July, Thanksgiving weekend (Thus-Sat), Christmas Day and the day after.

Wouldn't expect Christmas Eve to be a popular time. Saturday staff want the Thanksgiving holiday – a lot of travel for Thanksgiving. What would it do if we closed at noon on Christmas Eve? Judi talked about historically working the day after Thanksgiving. Had off Christmas Eve and Christmas Day. Usually day after Christmas usage gets back to normal. Is it okay one time for this year to close library on Christmas Eve (so an extra holiday?) Amanda and Stacey thought it was the Director's decision as to the actual holidays. We are not opposed to 10 days this year. Kristin made a motion to add an extra holiday this fiscal year (boosting holidays to 10) and return to normal (9 days) next fiscal year. Amanda seconded the motion. All were in favor. There was a discussion of the importance of considering when the library would be most used when deciding on holidays. Kelly pointed out that it was problematic to staff the Saturday after Thanksgiving.

- Dolly Parton Imagination Library is coming to Schuyler County. Barb Hubbell – a former volunteer and STLS Board Member – shared the good news. She has pitched partnership with the library in the past but it was expensive and benefited a narrow segment of the population which is why the library didn't join before.

Amanda made a motion to go into executive session to discuss a legal issue at 4:50pm. Kristin seconded. Executive session ended at 5:02.

Old Business:

- Meeting Scott Coot from Cook Painting on Tuesday morning. They will patch the kitchen. Kelly will print handout reminding patrons of the upcoming shutdown and the curb side schedule. Have tasks for staff to work on while the library is closed. Plan to do some cleaning out. May get a dumpster.
- HVAC project.
 - Asked if heard from Scott Welliver contractor. No.
 - Need an engineer to put out a bid package. Can't start work until January since we missed the Construction Aid window. Is there advantages is getting prices from other engineering firms besides Taitem? Possibly Hunt? Stacey will draft a scope of work and circulate it for comments.
- IMRRC (Racing Center) rent update.
 - Kelly pulled together last year's expenses and bills. Stacey looked at what was done for the last lease. Stacey and Kelly to Zoom and then circulate a recommendation via email.

No new business.

Amanda made a motion to go into executive session to discuss a personnel issue, Kristen seconded. 5:21pm. Kelly was asked to leave. Kristin left at 5:30pm and Amanda, Aimee moved to come out of executive session just after that. All in favor.

Amanda made a motion to adjourn at 5:32pm, Amanda seconded. All were in favor.

Next meeting is October 9, 2024 at 4:15pm. Need to reschedule November meeting—Stacey will send out via email.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

October 9, 2024

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:17 PM on October 9, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards.

Kristin made a comment to be more careful about using only first names in the minutes for non-attendees—fill in their last names. Kristin made a motion to accept amended minutes to add last names for everyone who was not present at the meeting (Kyle Percey, for example). Kelly needs the word document to make this change. Stacey seconded. All were in favor.

Treasurer's report.

September report: First report was including Hector budget as well, reissued corrected version. We are at 20% of budget after 25% of the year. Kristin made a motion to accept the September Treasurer's Report, Aimee seconded. All were in favor.

Kelly reached out to the school again for our financial questions from August and September. Diana Crane did not know answers to the questions. Kyle Percey forwarded the answers via email before this meeting so we will need to review and respond if we have additional questions.

Director's Report (attached).

- StarQuest was going on so opened lots of new cards, being closed for the painters affected numbers.
- Seneca Heating and Air Conditioning - Kelly reached out to them again. She did not hear back but they were here on Friday and checked out thermostat and looked in the electric room. Kelly will follow up again regarding thermostat and gas leaks.
- Reached out to Lorrey Johnson at Civil Service about maintenance position.
- Hosting food drive this year for the "Great Give Back". Bin is set up for donations. Splitting donations between Hector Presbyterian Church pantry and Schuyler Outreach Food Pantry.
- Painting update: We are not where we need to be. Spoke to Scott Cook. Will reopen on time but Children's room will need to be curtained off. Atrium took a long time. Has cleaned fans and caulked cracks he has seen, was not able to caulk pendant lights. Has changed lightbulbs that were burnt out as well. Exposed boxes on some of the pendant lights—JAC Contracting was not able to look at it so Tim Eckert or Eckert Electrical came. He will give proposal for electrical items that should be addressed, he may be also interested in part time maintenance work (he is insured and putting together proposal). Will have for October. Painters will leave paint to do any touch up needed. Kelly will label paint so we know what it is for.
- Received the bill from Review and Express for advertisement from last fiscal year. Stuck into contractual line item. \$641 total and Hector split with us.
- Chamber of Commerce SPARK conference—Kelly is presenting twice. Co-facilitating a breakout session with STLS' Brian Hildreth, and will serve on a panel discussing the evolution of diversity, equity, and inclusion in librarianship.

- Open house is November 14, 2024. Friends of Watkins Library (FOWL) will pay for food—charcuterie. FOWL will also use to recruit members.
- FLX Gives is also the same day (11/14 to 11/15)—put these donations towards Art Club.
- Crammed lots of programs in to accommodate everything before or after the library closed for painting.

Judi Richards attended the Southern Tier Library System's (STLS) Annual Meeting to accept the Sustainability Award—shared the plaque via zoom! Judi had an interesting conversation with a former volunteer who is active with STLS who suggested that we invite legislature and congressman to any event (Senator Tom O'Mara and Rep. Phil Palmesano, for example). Also ask the school board and county legislature. Public and political awareness. Judi learned that STLS is working on updating staff evaluation. Chair offered to come and talk to board about updating our outdated form. This would also count for Trustee education.

Construction Aid updates—none.

Painting updates already did.

IMRCC lease was reviewed and edited. Kristin made a motion that we accept the lease as edited today, Amanda seconded. All were in favor. Kelly will send to IMRRC.

Any old business? Judi wanted to remind all that we need to start looking for a bookkeeper to take over from the school. Will need to keep on it.

No executive session.

Kristin made a motion to adjourn at 4:55pm, Aimee seconded. All were in favor.

Next meeting is Wed Nov 20, 2024 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.