

Watkins Glen Library Board of Trustees

Minutes

February 11, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:35 PM on February 11, 2025. Present were Kelly Povero, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards. Absent: Amanda Postma

Aimee noticed a couple of typos in last month's minutes, Aimee made a motion to accept the corrected January minutes, Stacey seconded. All were in favor.

Treasurer's report.

The expenditure report is correct but the revenue side is still reflecting Hector revenue. Kelly reached out to Kyle again. On expenditure side use current appropriations column for corrected values. Programs are planned for summer. Elevator repair will be expensive—they need to do a full inspection and test run. \$750 was annual contract in past. \$950 now. Kelly sent an email with the repair amounts. Does anyone have historical information on past elevator quote? Stacey looked through records--Tracy Savard was director and we discussed in March 2020 that code did not require a working elevator but no mention in Nov, Dec or January minutes of the actual cost for the needed repairs.

Kristin made a motion to accept the corrected Treasurer's report, Aimee seconded. All in favor.

Stacey made a motion to go into executive session at 4:45 to discuss personnel salaries, Kristin seconded. All were in favor.

Kristin made a motion to come out of executive session at 5:40pm.

Director's Report (attached):

Kelly shared the Google Docs drive. She is putting everything that is in progress in there. Kristin couldn't get into it. Aimee could. Stacey didn't try. Kelly will add two policies to the agenda for next month.

Working on annual report. In progress.

Conference room electrical upgrades are done.

Met with ThreePlusOne. School recommended them as a financial adviser. They provide liquidity data and tell school where to invest. Their base fee is \$15,000. Based on the amount of money we are working with it doesn't make sense. In their opinion, based on our size, we are doing good things with our money. Set up a meeting with John Coulombe of CFS Investment Group once the budget is done. Revisit CD rates and options.

Leak in children's room closet caused some damage. Will leave until money to update the closet. Part of the wish list.

Collaborating with other Schuyler County libraries and Schuyler County Historical Society for History Walks and History Talks throughout the county with Historian Dr. Gary Emerson.

Contacted NYS Comptroller's Office and asked about the annual financial report due June 2026--sounds like we would not have to use Williamson Law Book to submit. It will be fill-in-the-blank similar to NYS Annual Report.

Kelly scanned all the building drawings. Good practice as Stacey had already scanned them!

Historic painting restoration quotes are much higher than we expected. Kelly proposed a plan of action—with FOWL fundraising and rotary grant think we will get a big chunk. Kelly was asked if any sense of the historic value: James Hope paintings are worth money. Not sure about Mrs. Watkins. They both have a local history value—only picture of her that exists. Restorer is currently storing them. Need to raise more than half before we move ahead. If we invest in restoration, the paintings need to be visible and have signage. Money needs to come from fundraising not from tax revenue. Keep the need in front of people. Kelly asked if we can sign a contract for James Hope--\$5800, have \$2000? No decision, pending meeting with FOWL tomorrow.

Library Advocacy Day in Albany went well. Asked about whether natural gas option was compared in the study—the expected direct replacement was compared to the cost of an air source heat pump (ASHP). The ASHP would be more expensive but lower utility costs so it was expected to have an 11 year payback. ASHP had the added advantages of being able to possibly install additional heating zones.

Heard from Lorry Johnson from Civil Service and she confirmed that we don't need to go through the school board for the maintenance position. Add to the budget?

Brian Hildreth, STLS Executive Director, is attending board meeting on March 11.

Old Business

HVAC—proposals are due soon.

New business

No new business

Let's get a detailed agenda for the Brian Hildreth meeting in March so we get the most out of his time.

Kristin made a motion to adjourn at 6:07pm, Aimee seconded. All were in favor.

Next meeting is Tuesday, March 11, 2024 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

March 11, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on March 11, 2025. Present were Kelly Povero, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards, Amanda Postma. Guest Brian Hildreth.

Education session with Brian Hildreth, Southern Tier Library System (STLS) Executive Director:

Discussion of role of treasurer versus bookkeeper versus financial officer. How we have operated historically using the School District Business Office was recognized as best practice by State Controller. It is a good model if needs are being met but there are accepted alternate ways if needs are no longer being met.

Discussion of an annual audit versus a review. Review is less time consuming than full blown audit and can help to control costs—they differ in the amount of items that are “sampled.” Review is far less sampling--surface level and meets State Controller guidelines as well as best practices. It is not required to have an annual review but it is recommended. Best practice would be to periodically do a full audit. For example, we could do annual reviews followed in the 4th or 5th year by an audit. It might not cost as much since the company is familiar with our finances. Kelly will investigate the “review” option.

The duties of the unpaid Finance Officer (trustee) are not extensive. Job includes receiving timely reports, help interpret the reports with Kelly. Finance officer should sign checks. A second trustee should be designated to sign checks if primary is unavailable. Director can sign if neither of the Trustees are available (the Director is the third person in line). If we do online payments how would that work? Purchasing policy should cover recurring and online payments. Flow might look like this for physical checks--Kelly will process the initial invoice review and send off to bookkeeper and then Finance Officer would review again before signing check; trustees review monthly report and then the final check is the annual review by the Treasurer.

Treasurer and bookkeeper need to take Oath of Office when hired (does not have to be done annually).

Should the Treasurer be bonded? This is an add-on to Directors and Officers insurance. About \$1000 cost per year for D&O insurance but an important policy. Slightly more to get bonding. Kelly will investigate getting this added to our policy.

Public hearing for budget vote is met by presenting to the school board. Should be advertised in order to meet the public notice requirement. Kelly will revise the legal notice to reference the school district meeting (reference that library will be presenting the budget on such and such a date). At a minimum Kelly and a board member from Watkins Glen and Director and board member from EB Pert Memorial Library-Hector should attend that meeting. It could be done in other ways but it is a courtesy to continue to present to the school board. Amanda asked if we are obligated to answer questions at that presentation. Brian advised to answer if question if applicable. If not, thank them for their comments.

Note that bylaw revision are different than the charter. The board can revise bylaws. Would need to work with STLS to submit a charter change to the state. Would typically take 18-24 months to modify the charter.

Long term financial planning discussion. Building donation fund has to be invested in insured funds. Reserves as high as \$1,000,000 would likely be OK as long as we had a plan to use that money (such as capital projects or board designated projects). Discussion of Friends groups and Foundations. Those monies can be invested in non-insured entities--the stock market for example. Brian gave an example of someone endowing the library (donating as a trust); additional donations, if they were earmarked for the endowment, could be added to the same fund.

Brian provided slides for the construction aid tutorial. In the interest of time, we did not go over this.

Kristin made a motion to accept the corrected February minutes, Aimee seconded. All were in favor.

Treasurer's report.

The expenditure report is correct but the revenue side is still reflecting Hector revenue. It is likely that it will not be corrected. Stacey made a motion to accept the Treasurer's report knowing the revenue numbers are not correct, Kristin seconded. All in favor.

Director's Report (attached):

Kelly can send updated director's report with the numbers that were not available when it was first distributed. Had a lot of programs—started doing Movie Afternoon. Had 4 kids registered and got 14. Will keep doing it! Aimee is going to attend Director's workshop. Judi is going as well and needs to sign up.

STLS continuing education day is Friday, May 9 in Corning at Radisson Hotel. Kelly will be doing two presentations. There is a digital attendance option as well.

Annual report is submitted, will be working on two other reports.

Roof project was closed and final payment received—will go into the Building Donation Fund.

FOWL will support the Hope Painting restoration. They will match donations. Signed agreement and sent to the conservator. The longer it sits in storage, the worse Mrs. Watkins will be—Kelly is hoping to secure a grant to restore that painting.

There are open FOWL positions—get the word out.

Kelly is tabling at Literacy Night at the school.

Legal notices have been prepared and Kelly will distribute to the board for one final review once change the public meeting language. We will share the cost of the legal notice with Hector. April 25 is school board presentation.

Budget vote—getting ready with signage and ballots. Aimee is running for the open trustee position.

Kelly met with new CFS representative. Stacey made a motion to authorize Kelly to invest up to a maximum of \$126,000 in certificates of deposit (CD) of different term lengths (target is two to three CDs) after obtaining input from the board via email. Kristin seconded. All in favor. Will also need to investigate high yield savings account as we transition away from the school as treasurer.

Lots of programs coming up!

In full-fledged summer learning program planning! Will know about Dollar General grant in May. Booked several people already for summer learning programs.

May 13 is budget vote. Stacey will be out of town, someone else will need to certify the vote.

Old Business

HVAC—update on RFP. Aimee's friend had no major comments, did not hear from Brian. Ready to send? Worried that the proposals would not contain adequate details to evaluate. We need to be able to see if there is a creative approach that will be taken—will the project result in improvements in cost savings (efficiency), occupant comfort, or overall performance. RFP responses should address whether the project goals are being met versus a direct replacement. We need to ask the consultants to provide adequate detail to evaluate the overall value to the organization. Stacey will edit and re-distribute.

Discussed the FY2026 budget. Stacey makes a motion to approve the FY2026 budget at a 3.7% tax increase, with the total revenue and expenditures at \$339,418. Aimee seconded. All were in favor.

Talked about hot spots—having issues with them not being returned. Also we have been warned that federal funding may be in jeopardy. Right now it is \$18 to replace the physical hot spot, takes several months and since the service is purchased with the hot spot that service is unavailable. Kelly to investigate how to more quickly transfer the data service to a new hot spot. Is it possible to buy and catalog the hot spots so they are ready in the event of a lost/stolen/broken hot spot?

New business

Board meeting public comment policy was reviewed. Kristin made a motion to approve the policy as amended, Aimee seconded. All were in favor.

"Fund Balance" Policy was reviewed. Aimee made a motion to approve the policy as amended. Amanda seconded. All were in favor.

Stacey made a motion to adjourn at 6:33pm, Aimee seconded. All were in favor.

Next meeting is Tuesday, April 8, 2024 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

April 15, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on April 15, 2025. Present were Kelly Povero, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards, Amanda Postma.

Kristin made a motion to accept the March minutes, Aimee seconded. All were in favor.

Treasurer's report.

The expenditure report is correct but the revenue side is still reflecting Hector revenue. It is likely that it will not be corrected. Note that the NYS reimbursement was deposited with the school and moved to Building Donation Fund.

Revenue—close to meeting donation goals. Programming is almost spent but not reflected yet. Books is difficult to predict with Ingram still catching up. Grants will show as over since the line was not frozen from last year. Publishing may be over due to the legal notice (which was inadvertently not budgeted).

Kristin made a motion to accept the Treasurer's report knowing the revenue numbers are not correct, Aimee seconded. All in favor.

Director's Report (attached):

Working on updating the metrics spreadsheet—Kelly will circulate the sample spreadsheet. The stats will be changing to reflect the Library of Things update from STLS.

Library visits were up compared to February. Lots of programming. Went to Lake Hawks Learning Lab (not super well attended but 30 parents and less kids). Will table during the back to school night in the Fall. Networking with teachers with the goal of getting the kids into the library at a younger age.

Strengthened the mobile hotspot policy. Had one new hotspot lost the first time it went out. Hopefully this helps. Upped the replacement cost to include staff time as well.

FOWL still has open positions—get the word out.

HVAC in the IMRCC died but was revived by Trane. Some kind of glitch when power was lost.

\$500 grant received from the Arts Council. Two programs approved: At Odessa Perry Ground spooky campfire, December medieval music in Watkins.

Library of Things—at least partial funding for a grant.

Pet food drive to benefit the Humane Society is ongoing.

Budget vote information on the website. Getting support from the community so far. This will be advertised on Facebook and will go on the digital sign at the courthouse as well. Judi can't go to budget presentation on April 23—Amanda thinks she can go. The community report should be done by Friday.

NYLA Youth Services conference was good—Kelly got to do some fun things—this is the first time that Kelly has gone to this one day event.

Old Business

Brian Hildreth follow up items.

- Auditor: told us we may need a new EIN number. Called IRS to ask. Talked to 5 different IRS people. The EIN that we have been using does not exist. A tax exempt number does not exist except for the Building Donation Fund. Fills out a form to apply for a new EIN online—were denied because our legal title exists with another EIN. Kelly sent a follow up fax to the IRS. Should not take long to get a new EIN. No one sounded concerned that our EIN was not working. Kelly will keep us posted. Can't do anything with the auditor for now.
- Plan to do the bylaw changes at the next board meeting—with treasurer change we need to add a financial officer and clarify duties. Look at STLS references. Use some of the language from the information that Brian gave last time. We need to publicize this 20 days prior to the meeting. Kelly will publicize and circulate draft language.
- Director and officers insurance—Julie Wilbur sent the application to Kelly.

HVAC Project Updates. Trane gave a proposal to charge us to get a quote on replacement of HVAC. Kelly will talk to Scott Welliver and Trane about getting a construction quote that we can use for Construction Aid.

Civil Service Job Description

Any comments or suggestions? Aimee asked about whether the typical work activities should reflect a larger portion of the work—instead of in the next box. There is no place to put it but showing up on the sample job description that Lorry Johnson sent. Does the job duties and the typical need to be duplicated? “No” per Kelly, it may need to be removed anyway. Kelly will send to Lorry tomorrow.

We need signage to prevent things other than toilet paper from being flushed down the toilet.

New business

Speed budgeting training session by Stacey. Reviewed how to forecast the budget—particularly utilities.

No executive session.

Kelly will send a volunteer schedule around to run and count the vote.

August 23 is book sale. Weeding is underway now.

Stacey made a motion to adjourn at 5:45pm, Aimee seconded. All were in favor.

Next meeting is Tuesday, May 20, 2025 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

May 20, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on May 20, 2025. Present were Kelly Povero, Judi Richards, Aimee Dars Ellis, Stacey Edwards, Amanda Postma. Absent: Kristin Hazlitt

Aimee made a motion to accept the April minutes, Amanda seconded. All were in favor.

Treasurer's report.

Amanda made a motion to accept the Treasurer's report (corrected version since Hector is still showing on the report), Aimee seconded. All in favor.

Director's Report (attached):

Kelly sent out an updated copy (that includes the social media metrics). Great April! 141 people at the history talk!

IMRRC elevator is functioning. Found the piece that had fallen off so no additional charges above proposal. Racing Center is supposed to run it a couple of times a day. Tech will be back to verify.

Submitted new position description to Lorry Johnson. Have not heard back so hoping it is on to the next step.

Secured summer learning and Library of Things grants. Waiting to hear back from Rotary Club about funding Civil War seven part series—the original grant is no longer available so hoping to get Rotary Grant. Applied for PBS American Revolution microgrant as well. Community Arts grant.

Testing out some new programs this year. Teen After Hours for example.

Friends of Watkins Library meeting postponed. Kelly asked to schedule a zoom meeting as there were some time critical obligations—scholarship for example. \$3500 grant to the library--they will hold off until July 1. Communication issues with FOWL.

Kelly will send updated metrics report draft around.

Kelly is finishing application for director and trustee insurance. Won't know possible cost until that is complete.

May 29 to June 8 Kelly is on vacation. Has work from home hours scheduled and will send out board packets.

2026 transition away from school as treasurer:

- Investigating whether we can use existing bank account or whether better to start new

- IRS advised to use EIN associated with Building Donation Fund. The IRS did not respond about the 990 form—Brian Hildreth thinks we don't need to submit as local government versus 501c but Kelly will follow up with the IRS.
- Rebekah Carroll is working on the transition. Kelly provided contacts for Kyle and Diane so Rebekah could reach out directly with questions.

Lots of programs in June!

Getting ready for Summer Learning.

Old Business

Auditor quote: Stacey made a motion to authorize Kelly to accept Curt Behrenfeld's (auditor) proposal up to an amount of \$6000. Aimee seconded. All were in favor.

HVAC Project Update—

- Engineering—received two proposals: TetraTech and Barton Loguidance. Who will review the RFP? Stacey, Kelly and Amanda. Stacey will do a ranking matrix. They will make a recommendation at the June 10 meeting.
- Construction Aid—Have been unable to secure a contractor quote to submit for State Construction Aid. Kelly will follow up with Brian Kenny of Welliver who is overseeing the project on Franklin Street for the IMRRC.

New business

Mold Issue. Kelly noticed in the morning a smell. Did 7 tests and all 7 showed some kind of mold growth. Men's bathroom and children's closet had one type. HVAC, Kelly office and circulation desk—light white mold. Doesn't see visual evidence of the mold and there is no odor in the children's closet. After the water leak in the children's closet the carpet was removed and the area bleached. Judi will drop off HEPA filtration unit. Stacey will too. Kelly will investigate mold remediation companies.

Spring Continuing Education Recap.:

Theme "Library Joy". Aimee came back excited with ideas from attending the Trustee track. There were a couple of ideas we should act on: important thing was policies. Of the Trustee manual recommended policies, we only have about 20% currently. Aimee suggested keeping as an agenda item for every meeting. Need to review every 5 years so task will not be as onerous if we keep it as a standing agenda item. Aimee started a spreadsheet where we can track the last review date and prioritize and note which policies may not apply to us. Let's start in July—first task it to review the list and agree on prioritization. Add a trustee "champion" column to the spreadsheet so Kelly and one person can work intensively on the details for that policy and not every board member needs to deal with the nitty-gritty. All will review the final draft and comment as necessary before the policies are voted on for adoption.

Another recommendation was to have a standing agenda item for the Strategic Plan. This also keeps the long range items on the radar. All were enthusiastic about this idea.

Brian's personal theme for this year is "networking". Which means--connect and have conversations. Maybe we want to do a library trustee/director mixer. Start with our county. Aimee volunteer use of Atwater if we'd like. We'd invite Brian Hildreth and the STLS county member.

Kelly presented on DEI committee. Over 50 people attended. Also presented on service based budgeting.

ByLaws Review & Updates (Plan to vote in June) - Finance Officer Position and Treasurer are two different positions. Need to adopt new bylaws at the next meeting in order to have them in effect for the start of fiscal year. A concise statement of bylaws changes need to be published with the meeting agenda 20 days prior to the June meeting. This will be publicized by Kelly tomorrow. Aimee will work on bylaws and send a draft to Kelly, after Kelly edits she will send out to the whole board.

No executive session.

Stacey made a motion to adjourn at 5:55pm, Aimee seconded. All were in favor.

Next meeting is Tuesday, June 10, 2025 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.