

West Hurley Library Board Meeting

April 15th, 2026

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1 Call to order

At 7:03pm by Margaret

1.1 Attending

- Board
 - Maria Granda, Patty Heinitz, Ross Lonstein, Rachel Scott, Margaret Smith, David Thomas, Elizabeth Unterman.

2 Approval of Minutes

- Motion to approve by Elizabeth. Seconded by Rachel. Carried.

3 Financial

3.1 Warrant List

- Approval of March Warrant List of \$7,330.84
 - Motion to approve by Margaret. Seconded by Elizabeth. Carried.
- Approval of April Warrant List of \$11,628.34
 - Motion to approve by Margaret. Seconded by Elizabeth. Carried.

3.2 Financial Reports

Nothing out of the ordinary. Credit card expenses were low. All percentages as expected. Positive on donations for the year.

- Motion to approve financial report by Ross. Seconded by Margaret. Carried.

4 Director's Report

4.1 Annual Report

4.1.1 Utilization Summary:

- Library visits are up.
- Program attendance is up from last year.
- Registered patrons are down.
- Internet, computer, and wireless usage is all slightly up.
- Database usage is slightly down.
- Materials loaned up.

About 20,453 books in catalog. Other physical materials 2,908.

Motion to approve the yearly report by Margaret. Seconded by Elizabeth. Carried.

4.2 Classes

4.2.1 Yoga

I hired LeeAnn Kuhne to teach yoga classes at the West Hurley Firehouse. We are going to do the same time, Tuesdays at 1:15pm. We will charge \$6 each. The teacher will charge \$50 per session instead of \$45.

If we do not see an increase in attendance, we will stop offering the classes.

4.2.2 Swing Dancing

There are requests to hold dance classes. This is under discussion as we need to coordinate with the availability of the Firehouse and to get our own insurance rider, roughly \$200.

We anticipate offering 3 sessions. The host has offered to do instruct for free, suggests two Saturdays and a weekday. We can suggest a per person donation to cover the expense.

4.3 Bus Trips

The bus trips are nearly booked. The bills for the buses are included in the warrant list. We have to pay the entrance fees up-front:

- Up to \$2000 for the Tenement Museum
- Up to \$1500 for the Statue of Liberty

Motion to permit the Treasurer sign manual checks for entrance fees by Margaret. Seconded by Rachel. Carried.

4.4 Scanning Charge

We currently charge \$1.00 for each scan regardless of the number of pages. Copies are charged at \$0.15 for each B/W (5 free copies) and \$0.25 for each color copy. All copies and scans are done through the Canon Copier. This recoups the extra effort by staff.

We have a new over-head flat scanner which will be available for self-service. Many libraries do not charge for scans but it is work for staff and we maintain the equipment.

Discussion

Scanning entails work for the staff. We have roughly \$1000 invested in the new system. We can make a distinction between scans of documents, using the copier, and historical materials, using the flat overhead scanner. We may consider setting time limits for individual visits.

4.5 Friends Request

4.5.1 Front Desk

I would like to request a new iPad to replace the one at the front desk. It will be about \$450 with the stand.

Motion to ask the Friends to cover the expense by Patty. Seconded by Maria. Carried.

4.5.2 Plant Sale, May 9th

They are seeking people to volunteer for the sale and to help with the used books.

4.6 Program Updates

Beginner Level Yoga – Tuesdays at 2:15pm – Fee of \$6 per class – February 3 (6 people), February 10 (5 people), February 24 (5 people) LEGO Club – February – cancelled weather Book Discussion – February 9 – 7 people Cabin Fever Party – Saturday, February 21st – 50 people Book Discussion – February 9 – 11 people LEGO Club – March 16 – 5 children

Event	Date	Attending
Beginner Yoga	Feb 3 rd	6
Beginner Yoga	Feb 10 th	5
Beginner Yoga	Feb 24 th	5
LEGO Club	February	Canceled Weather
Book Discussion	Feb 9 th	7
Cabin Fever Party	Feb 21 st	50
Book Discussion	March 16 th	11
Lego Club	March 16 th	5

4.7 Upcoming Events

Event	Date	Notes
Knitting Group	Tuesdays at 6pm	
Beginner Yoga	Tuesdays 2:15pm	\$6/person
Book Discussion	April 13 th at 6pm	
Bus Trip: Statue of Liberty	Sunday, May 3 rd	
Bus Trip: Tenement Museum	Sunday, June 7 th	
Reiki, Free 30 minute session	April 18 th	

5 By-Law Committee

5.1 Records Retention Policy

- Former:

The records of the West Hurley Public Library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule MU-1 by the University of the State of New York and the State Education Department and the Records Retention Schedule of the National Council of Nonprofit Associations. These current schedules are attached.

The Library Director shall serve as the Records Management Officer for the Library to ensure compliance with the Records Retention and Disposition Schedule MU-1 and the National Council of Nonprofit Associations Record Retention Schedule.

Revised by the Board of Trustees: May 19, 2021

- Revision:

The records of the West Hurley Public Library will be retained and disposed of in accordance with the schedules published in New York State Education Department Records Retention and Disposition Schedule LGS-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is adopted by the Library in legally disposing of valueless records listed therein.

The Library Director shall serve as the Records Management Officer for the Library to ensure compliance with the Records Retention and Disposition Schedule LGS-1.

Revised by the Board of Trustees: May 19, 2021

- Motion to accept change by Maria. Seconded by Elizabeth. Carried.

6 Building Committee

6.1 Driveway Sealing

The library has several options including redoing the entire driveway, putting a topcoat, and different approaches to seal coating. Some of the difference of note are brushing on the seal coat vs. spraying it on and replacing the top of the driveway. Replacement of the driveway would be upwards of \$40,000 at prevailing wages.

Company	Description	Estimate	Total
Bill DeCicco & Sons Inc	Recommended by the Firehouse. Will fill at least 85%-95% of the cracks with hot tar by hand and apply sealer by hand to the entire area.	Sealcoat \$4800, Line Striping \$500	\$5300
Zac's Paving & Sealcoating	Used last time we sealcoated. Puts two coats of spray sealcoat on lot. Must use asphalt emulsion which lasts about two years. Recommendation: Replace driveway apron from the road to the top where the fence starts, that area is in rough shape. Job details would be to sawcut asphalt straight across the entrance, dig out existing damaged asphalt and install new. Otherwise, will do the best can with what's there.	Sealcoat \$3000, Hot Tar Cracks \$1500, Line Striping \$750, Asphalt Replacement \$3800	\$9050
R. DeGroodt II Paving & Sealcoating	Sealcoating. Sprays on with uncut heated sealer. Fill in major cracks with crack filler	Sealcoat \$2300, Line Striping \$2000	\$4300
Joshua Paving	Will sealcoat with spray. Repair would be to fix the top of the driveway. Salesman recommended that we topcoat with a couple of inches.	Sealcoat \$3100, Seal/Repair \$5900, Line Striping \$750	\$9750

Motion by Maria to go with DeCicco & Sons. Seconded by Rachel. Carried.

6.2 Brush Removal

We have a number of people that walk around our building. We also have the pergola which encourages people to sit in the background.

We have a huge brush pile growing on one edge of the property. We have a second areas with shrubs and trees.

Quote from MG Lawncare to remove both is about \$950.

Motion to accept the quotation from MG Lawncare by Ross. Seconded by Elizabeth. Carried.

7 Community Relations

We no longer get free COVID test kits. Some libraries are purchasing them and offering them as inexpensive kits. We will not offer these ourselves.

8 Technology

No Report

9 Personnel

No Report

10 Strategic Planning

No Report

11 Election Committee

No Report

12 Calendar

- Next meeting will be held on May 20th, 2026.

13 Adjourned

At 7:53 pm

- motion to close by Margaret, seconded by Patty. Carried.