

Board Minutes: February 9th, 2021

Present: Mary Jane Plummer, Dave Dewey, Ann Zieno, Nancy Hornung, Sue Ruestow, Pat Smith, Beth Paine

Meeting called to order at 4:33 p.m.

Minutes:

Motion by Dave Dewey to accept the minutes of the January 12th meeting. Second by Ken Howard; motion carried.

Correspondence:

None.

Personnel:

All performance reviews for all staff are complete except for Charles Jalbert who is on leave, and Michelle Maggio who was only recently hired in December.

Charles Jalbert is still on unpaid leave from his Weekend Cleaner position and he has stated it will go until the end of February. James Wilson will continue to cover for him until that time.

Financial:

Check numbers 12166-12193 were reviewed.

Sarah Fredette and Cassandra Hunter applied for a grant through the Four County Library System to help fund a STEAM program for families, but were not accepted. Sarah then applied with the Unadilla Foundation and she received notification that application had been accepted and the funds approved for the program.

Dave Dewey made a motion to accept the Board Claims in the amount of \$9,000.08; second from Sue Ruestow. Motion carried.

Sue Ruestow made a motion to accept the Public Computer Center claims in the amount of \$574.18. Second by Pat Smith; motion carried.

Building & Grounds:

The Sidney Library copier was serviced on February 4th due to jamming issues.

A Sentry Alarms technician replaced the panic button at the Masonville Branch Library on February 4th.

The No Smoking sign at the Sidney Center Branch Library was moved as its previous location was causing water to drop into the Book Drop and damage library materials.

The Sidney Center Improvement Group has asked if we could purchase solar lights to light up the Sidney Center Branch Library sign at night.

Unfinished Business:

The Four County Library System is continuing to work on updating WorkFlows for items checked out before the library closure in March that have not been returned. Bills have been sent out for some of these items.

Kathy Lent has signed the transfer documents for the Masonville Branch Library building and property. Coughlin & Gerhart have said that they would be sending us the documents to sign, but we have not heard from them as of today, February 9th. Beth has reached out to Meiying Austin for an update.

New Business:

Beth has amended the library's Sick Leave Policy to include the new NY State Paid Sick Leave policy that covers all library employees. Ken Howard made a motion to accept the revised Sick Leave Policy without a second reading. Dave Dewey second; motion carried.

Beth presented the 2021-2022 Proposed Budget in the amount of \$658,028. Dave Dewey made a motion to accept the budget as presented. Sue Ruestow second; motion carried.

Beth contacted Seth from C&H Cooling and Heating for a quote on options that the library could add to possibly diminish the spread of viruses in the library, including installing UV lights in our current system.

According to our contact at DCMO BOCES, we do not qualify to take part in the DCMO BOCES Cooperative Fuel Bid. Ken Howard questioned the accuracy of this determination, so Beth will be contacting them again for further clarification. It was determined to take a vote on becoming part of this bid process in the event that we do qualify. Ken Howard made a motion to take part in the fuel bid if we do qualify; Dave Dewey second. Motion carried.

Friends of the Libraries:

The Friends of the Libraries met on February 3rd for their Annual Meeting. New officers elected: Denise McCabe-Edwards, President; Pat Seibert, Vice President; Marcia Honsaker, Treasurer; Pam Gilbert, Secretary. The Friends approved funding for an online Sherlock Holmes performance by Traveling Lantern in February and the online performance by the Dirtmeister in April.

Other:

The final draft of the Annual Report was presented for approval. A motion was made by Ken Howard to approve the Annual Report for submission to NY State as presented. Second by Dave Dewey; motion carried.

Patron statistics remain steady for all three libraries.

Book Bundles are now being offered at the Sidney Library. Patrons complete a questionnaire and a staff member creates a bundle of books using that information. The bundle is created and scheduled for patron pick up.

Beth attended the January 14th Four County Library System Directors meeting. The new New York State Paid Sick Leave policy was discussed. There was also a Four County Delivery Meeting on January 28th to discuss the changes that have been implemented, including the new delivery schedule and changes in delivery policies.

Library Advocacy Day is scheduled for Friday, February 26th. Beth will be attending online meetings with Senator Oberacker and Assemblyman Angelino.

AARP will not be using the Community Room for their tax help program this year.

Motion to adjourn at 5:33 pm by Dave Dewey; second by Ken Howard. Motion carried.