

Board Minutes: January 12th, 2020

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

Sue Ruestow excused.

Meeting called to order at 4:35 p.m.

Ken Howard arrived at 4:38 p.m.

Minutes:

Motion by Dave Dewey to accept the minutes of the December 8th meeting. Second by Pat Smith; motion carried.

Correspondence:

The Sidney Food Bank sent the library a Thank You card for the donation of non-perishable food items that we received during our November Food for Fines program.

Personnel:

Michelle Maggio was hired as the new Masonville Branch Library clerk.

Performance reviews for all staff will take place before the end of January.

A branch staff member was required to quarantine for 10 days due to exposure to a positive COVID case.

NY State has put a new Paid Sick Leave policy into effect for private sector employees, including not-for-profit corporations, starting January 1st. Leave accrual began on September 30th. Beth will be attending workshops and meetings to determine how the library will be effected and how to move forward with the new law.

Financial:

Check numbers 12129-12165 were reviewed.

The Sidney Library has received notification that Sarah Fredette's grant application to the Chobani Foundation for \$400 was approved. This will cover expenses for our new youth cooking program that we are sponsoring with Cornell Cooperative Extension of Delaware County.

Ken Howard made a motion to accept the Board Claims in the amount of \$8,626.32; second from Dave Dewey. Motion carried.

Building & Grounds:

The Sidney Library security system that was received as a donation from the Elks Lodge of Sidney is no longer functioning. Dave Dewey reinstalled our old unit as a temporary replacement until a new unit can be purchased. It was decided that due to the library having limited patron usage at this time, we will postpone this purchase until a later date.

Unfinished Business:

Meiyng Austin from Coughlin & Gerhart responded to my requests for an update on the Masonville Branch Library building and land donation, stating the title review was completed and they are awaiting the completion of the transfer documents. She is hoping closing and transfer will be complete by January 15th.

New Business:

New York State is requiring public libraries to adopt a new Records Retention Schedule. Ken Howard made a motion to accept the new Records Retention Resolution. Dave Dewey second; motion carried.

Friends of the Libraries:

The Friends of the Libraries postponed their January meeting from January 6th to the 13th. They then cancelled it due to a Board Member being tested for COVID-19. They are hoping to meet on the first Wednesday in February.

Other:

There have been issues with some library items that were checked out before the closure in March still showing the extended due date in WF and marked as overdue instead of Assumed Lost. Two weeks after an overdue notice is sent to a patron and the item is not renewed or fine paid for, it is moved into the Assumed Lost category in WorkFlows. An Assumed Lost letter is then sent to the patron stating that the item needs to be paid for. We have contacted Four County Library System Automation Department asking them to update this in the WorkFlows system, which will generate the reports for those materials.

Our patron visits are remaining steady, with the busiest day usually being Tuesdays.

All staff and Board Trustees, with the exception of our new branch clerk, have completed their NY State sexual harassment training.

Sarah Fredette has been attending webinars during her office hours, including Read Squared; Promoting Story Time with Library Aware; Blue Cloud Analytics; and Understanding Homeschooling in NYS and the Role of Libraries.

Budget Committee will consist of Dave Dewey, Ann Zieno, and Mary Jane Plummer. Beth Paine, and Marcie Gifford will also be in attendance. The meeting will take place on Wednesday, January 27th at 4:00 pm.

Motion to adjourn at 5:05 pm by Dave Dewey; second by Ken Howard. Motion carried.