

Board Minutes: December 14th, 2021

Present: Dave Dewey, Ann Zieno, Pat Smith, Lisa Sellen, Ken Howard, Beth Paine.

Absent: Nancy Hornung, Sue Ruestow

Meeting called to order at 4:31 p.m.

Minutes:

Motion by Pat Smith to accept the minutes of the November 9th meeting. Second by Ken Howard; motion carried.

Correspondence:

The Sidney Library received a Thank You note from the Sidney Food Bank for our donation of 38 perishable goods received through our Food for Fines week in November.

The Sidney Library received notification from the Four County Library System that we have been awarded \$5,000 in grant money from Assemblyman Joseph Angelino.

Personnel:

We received only one application for the part-time Technology Library Clerk and will be relisting the job.

Beth offered the job of Weekend Cleaner to someone but we never heard back from him. We are relisting the job again.

Sexual harassment training will be done during the December 16th staff meeting and a Library Page meeting. Staff that miss the training will need to schedule another time to complete the training before the end of January.

Staff annual performance reviews will be taking place in January.

A motion was made by Ken Howard to approve the NY State minimum wage increase to \$13.20/hour. Second by Pat Smith; motion carried.

Financial:

Check numbers 12480-12508 were reviewed.

Ann Zieno made a motion to accept the \$400 donation from the Friends of the Libraries for the author visit held in October.

Pat Smith made a motion to accept the Board Claims in the amount of \$9,392.42. Second by Lisa Sellen; motion carried.

Insero & Co. have reported that they will be done with the Sidney Memorial Public Library annual audit in January. Beth has requested that they attend our February Board meeting to present their report.

Building & Grounds:

The Sidney Library Christmas tree was put up and decorated. Trees were donated by SFCU. There has been a lot of good feedback from the patrons regarding the tree and the decorated windows.

Beth will be opening up the Smart Community Room for rentals for groups of 15 or less. She is also hoping to start artist displays in the Community Room.

Unfinished Business:

Beth has received quotes from Principle Engineering; Delta Engineers, Architects & Surveyors; and Keystone Associates for their services on the Sidney parking lot project. Ken Howard made a motion to accept the quote from Principle Engineering. Second by Pat Smith; motion carried.

Beth spoke with Chuck Kelly of Kelly Asphalt regarding the possibility of their quote for the Sidney parking lot project increasing by the time the project begins in the summer of 2022. He stated that the "maximum" increase would be 10%. This project will go out to bid.

Beth is still waiting on the completed deed paperwork for the transfer of the Masonville Library property and building from Kathy Lent to the Sidney Memorial Public Library.

New Business:

NY State Governor Kathy Hochul announced stricter COVID regulations including a mask mandate for all indoor businesses. Any staff members not vaccinated will be required to wear a mask their entire shift at the library.

The Other Leave with Pay Holidays section of the policy manual has been updated to show the addition of Juneteenth as a paid holiday and rewording of some other parts of the old policy. Ken Howard made a motion to accept the changes to the policy as presented. Second by Lisa Sellen; motion carried.

NY State is now requiring that all pertinent meeting documents for the Board of Trustees meeting be posted 24 hours in advance of the meeting.

NY State will begin requiring that all Board of Trustees members receive 2 hours of training each year starting in 2023.

Friends of the Libraries:

The Friends of the Libraries have removed the majority of the excess books left from the Big Book Sale in October. Books a la Carte sales will continue on the first and third Saturdays of each month.

Other:

The Sidney Library will continue to remain open on Sundays through February. This will be reassessed each month.

The Wreath Decorating class was a success and pictures are posted on our Facebook page.

The library staff will be having a holiday lunch on December 21st at the Sidney Library.

NY State is requiring Sexual Harassment training for all Board members. Please contact Beth to schedule your training.

We will be having our annual budget meeting on January 25th at 4:30 pm. Dave Dewey, Ann Zieno, and Lisa Sellen will be there to represent the Board of Trustees.

Motion to adjourn at 5:25 by Ken Howard; second by Pat Smith. Motion carried.