

Board Minutes: January 11<sup>th</sup>, 2022

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

Absent: Nancy Hornung

Meeting called to order at 4:29 p.m.

*Minutes:*

Motion by Pat Smith to accept the minutes of the December 14<sup>th</sup> meeting. Second by Sue Ruestow; motion carried.

*Correspondence:*

None.

*Personnel:*

The part-time Technology Library Clerk and the part-time Weekend Cleaner positions have been listed again.

Annual staff performance reviews will be taking place in January.

A staff member at the Sidney Library tested positive for COVID on December 20<sup>th</sup> and was quarantined until December 26<sup>th</sup>.

A staff member was quarantined on January 5<sup>th</sup> until a negative test result was received. The negative result was received on January 6<sup>th</sup>.

*Financial:*

Check numbers 12509-12541 were reviewed.

Ken Howard made a motion to accept the Board Claims in the amount of \$13,855.15. Second by Sue Ruestow; 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:*

C&H Heating and Cooling did their annual preventative maintenance on the boiler at Masonville Branch Library on January 3<sup>rd</sup>.

Howes Building Supply replaced the toilet at the Sidney Center Branch Library on December 8th.

Fairway Lawns has not submitted an invoice for the mowing and trimming for the summer and fall of 2021.

*Unfinished Business:*

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:*

None.

*Friends of the Libraries:*

The Friends of the Libraries gave the staff Sidney Library t-shirts and gift cards to Roasted for the holidays

*Other:*

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

Beth will begin having Genealogy open hours again starting January 20<sup>th</sup> and every 3<sup>rd</sup> Thursday for the rest of the winter months. Attendance will determine if this continues.

NY State is requiring that all staff and Board trustees attend Sexual Harassment training. Please contact Beth if you have not already had the training.

Michelle Maggio has started doing a monthly Story Time at the Masonville Branch Library the 1<sup>st</sup> Saturday of each month.

Tech 1:1 Help will continue to be scheduled as needed until a replacement for Stephanie Bartell is hired.

Delta Engineers, Architects, & Surveyors recommended that we should get our building plans scanned digitally. We will be contacting Principle Engineers to see if they have an extra set and if they would be willing to scan them for us at no cost.

Motion to adjourn at 4:47 by Ken Howard; second by Pat Smith. Motion carried.