

Board Minutes: August 9th, 2022

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

Absent: Nancy Hornung

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

Minutes:

Motion by Mary Jane Plummer to accept the minutes of the July 12th meeting. Second by Sue Ruestow; motion carried.

Correspondence:

We received a bill from the NY State Department of Labor for \$234.90. Bills went out to all NY State employers in an attempt to cover the federal loans the state received during the height of the COVID Pandemic.

We received a quote from Insero & Co. for their services for the 2021-2022 fiscal budget year, including the audit and the filing of the 990 form. Last year this was \$8400 for the audit and \$1000 for the 990. This year is \$9400 for the audit and \$1100 for the 990. Mary Jane Plummer made a motion to accept the quote from Insero for the 2021-2022 audit and 990 filing. Second by Pat Smith; motion carried.

Personnel:

Beth would like to have a staff training day in October. Sue Ruestow made a motion to approve the staff training day for Friday, October 28th. Second by Emelinda Gronwall; motion carried. Sidney Library and the Masonville Branch will be closed that day.

Lauren Womelsdorf was permanently appointed as a Library Clerk on 7/28/22.

Library Page Marannnda Barnes' last day of employment will be on 8/17/22.

Library Page Cliff Artis will continue his employment while he commutes for college during the fall semester.

Financial:

Check numbers 12763-12782 were reviewed.

Emelinda Gronwall made a motion to accept the donation of \$125 from Ann Whiting and \$1,000 from JTM Associates for the purchase of two lateral filing cabinet to house Amphenol documents in the Swiss Room. Second by Ann Zieno; motion carried.

Pat Smith made a motion to accept the Board Claims in the amount of \$13,075.76. Ann Zieno second; motion carried.

Building & Grounds:

S&S Landscaping have stabilized the Yew Shrubs at the entrance to the Vartuli Gardens again.

The cleaners are working on painting the window wells in the basement and finishing the steam cleaning of the carpets in Sidney.

The air conditioning unit shut off due to a fuse needing to be replaced. The AC has also been leaking into the ceiling above the circulation desk. C&H replumbed the trap, caulked the condensation pan, and made adjustments to the side rail.

More trees are leaning towards the Masonville Branch Library. Beth will be going there on 8/10/22 for a branch staff meeting and will check to see if they need to be removed.

Beth has started the process of weeding the collection at the Sidney Center Branch Library and will continue going to empty out some of the collection before the closure on 8/31/22. A staff member brought up the fact that we do not have enough room in our Book Room to hold all of the Sidney Center discards, so she suggested we allow patrons to begin taking books the last few days the branch is open. Everyone was in agreement that this was an excellent solution to the storage issue. Beth will keep some books aside for the Little Free Library that the library will be putting up for Sidney Center residents.

Sue Ruestow made a motion for the Sidney Library to apply for the 2023 NY State Construction Grant to fund the replacement of the HVAC unit and roof repair on the middle section of the building that includes the Circulation Desk. Second by Mary Jane Plummer; motion carried.

The Juvenile section was reconfigured to consolidate the Nonfiction section and to allow more growth in the Juvenile and Easy sections.

Unfinished Business:

None.

New Business:

Sue Ruestow made a motion to accept the revised General Circulation Guidelines policy; second by Pat Smith. Motion carried.

Ann Zieno made a motion to accept the revised Board of Trustees Code of Ethics Policy; second by Mary Jane Plummer. Motion carried.

Beth submitted a new Social Media Policy and a revised Library Displays, Exhibits, and Bulletin Boards Policy for first reading by the Board.

Beth distributed the Library Board of Trustees Conflict of Interest statements for review and signatures, and the Oath of Office for each trustee to have notarized before the next meeting on September 13th.

Friends of the Libraries:

The Friends have requested that we transfer the book cart currently used at the Sidney Center Branch over to the Masonville Branch so that excess books from the book sales can be sent to Masonville and patrons can have these books for free.

Other:

Sidney's average daily patron count has increased slightly to approximately 90 patrons per day.

JTM Associates has given us a check to order new filing drawers for the Swiss Room to house the new documents for Amphenol. It is still not clear exactly how many documents/binders will be added.

The NY Heritage Immigration Display will be at the Sidney Library for the month of August.

The Summer Reading Program has 105 children signed up for the actual reading portion of the program. Attendance for the performers was quite low, with only 61 people attending. We have had 403 people attend the SRP themed programs, which are our usual programs, just based off of the Oceans of Possibilities theme. The Delhi Rotary delivered the free books for the children who signed up for them. The finale with the Robert Rogers Puppet Company, "Finnie's Ocean Treasure" will be on 8/16 at 6:00 in the Community Room.

There will be no Children's programs from 8/18/22-9/12/22.

Beth asked for suggestions for locations for the Little Free Library in Sidney Center. Sue Ruestow said she would check on some possible locations and bring information to the September 13th meeting. It was suggested that we might have shop classes at the school build them or the local eagle scouts.

Motion to adjourn at 5:32 pm by Sue Ruestow; second by Pat Smith. Motion carried.