

Board Minutes: September 13th, 2022

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

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

Minutes:

Motion by Sue Ruestow to accept the minutes of the August 9th meeting. Second by Mary Jane Plummer; motion carried.

Pat Smith arrived at 4:37 p.m.

Correspondence:

We received quotes from our insurance broker for our commercial insurance. Utica National: \$14,711.04; Acadia Insurance: \$16,091.36; and Philadelphia: \$16,577. Motion made by Mary Jane Plummer to change our coverage to Utica National. Second by Emelinda Gronwall; motion carried.

We received quotes for our Salting and Plowing for the Sidney Library and the Masonville Branch. Clark Construction quoted \$105 for each plowing visit and \$60 for each salting for the Sidney Library, and \$90 per plowing/salting visit to Masonville. Fairway Lawns quoted \$80 for each plowing and \$70 for each salting at Sidney, and \$85 per plowing and salting visit to Masonville. Motion made by Mary Jane Plummer to accept the quote from Fairway Lawns. Second by Pat Smith; motion carried.

Personnel:

Pat Smith motioned to provisionally appoint Monica Gatto in the position of Library Assistant effective 9/15/22. Second by Emelinda Gronwall; motion carried.

Ann Zieno made a motion to change Connie Snow's title duties from Library Assistant to Part-time Library Clerk effective 9/13/22. Second by Sue Ruestow; motion carried.

Weekend Cleaner Joseph Kollgaard will be taking a leave of absence beginning 9/16/22 for approximately 3 weeks.

Nancy Hornung arrived at 4:50 p.m.

Financial:

Check numbers 12783-12810 were reviewed.

Sue Ruestow made a motion to accept the \$215.30 gift from the Friends of the Libraries for the Summer Reading Program. Second by Pat Smith; motion carried.

Mary Jane Plummer made a motion to accept the Board Claims in the amount of \$11,057.76. Nancy Hornung second; motion carried.

Sue Ruestow made a motion to approve extending the 990 filing date. Second by Pat Smith; motion carried.

Building & Grounds:

The roof at the Sidney Library continues to have leaks whenever there is a significant amount of rain. Newbauer's has been contacted to assess the roof for repairs.

The Sidney Center Branch was officially closed on August 31. Of the 3100 items in the Sidney Center catalog, only 250 were left after transferring some to the Masonville Branch Library and the free books to patron's days the 4 days prior to closing.

Sue Ruestow requested that the following be added to the minutes of the meeting. "Beth Paine did a tremendous job organizing the closing of the Sidney Center Branch and the Board would like to thank her for her hard work".

The 2022-2023 NY State Construction Grant was submitted to the Four County Library System for review before the final submission to the state. A 75% grant is the standard, but due to the poverty level in our school district, Steve Bachman has submitted paperwork asking for the higher 90% award from the state. Beth is waiting on further information from Steve.

Nancy Hornung made a motion to accept the \$400 quote from Gene Polasik to do the power washing of the Masonville Branch Library. Second by Mary Jane Plummer; motion carried.

There was some slight damage to the arbor at the entrance of the Vartuli Garden. Ron Nolan replaced the slats that were knocked out and Ray stained them to match.

Accessibility Solutions did the bi-annual elevator maintenance at Sidney.

ADT did the annual inspection at Sidney.

All grounds maintenance equipment from Sidney has been taken to McDowell and Walker for service.

Four County Library System installed 6 new patron computers and monitors at Sidney on September 9th. These computers were received through the ARPA grant.

The digital sign is still having issues on the side closest to Grand Street. The company where the equipment came from, DCLED Signs, is not being of much help, and stated the electrician will not come due to an overdue bill. The Community Foundation of Sidney has been paying these bills and Jeff Bagley said that the bill was paid. Beth is currently looking for another electrician who would be qualified to work on the sign.

Unfinished Business:

Emelinda Gronwall made a motion to approve the amended Circulation Policy. Second by Nancy Hornung; motion carried.

Pat Smith made a motion to accept the updated Library Displays, Exhibits, and Bulletin Boards policy. Second by Sue Ruestow; motion carried.

Ann Zieno made a motion to accept the Social Media Policy as presented. Second by Mary Jane Plummer; motion carried.

New Business:

Sue Ruestow made a motion to accept the updated Hours of Operation and Holiday Closures. Second by Emelinda Gronwall; motion carried.

Friends of the Libraries:

The Friends of the Libraries movies will be starting up in September on the fourth Sunday of each month.

Other:

Sidney's average daily patron count is holding steady at approximately 90 patrons per day.

The Sidney Library is currently exhibiting the works of Sugwon Kang in the Smart Community Room for the months of September and October. He will be hosting a Meet the Artist event on Sunday, September 11th at 1:30 pm.

Our Summer Reading Program had 105 children signed up for the reading program, with 52,173 minutes read. There were 708 attendees for all of the programs and performers.

Cassandra will be starting programs for students in grades 3rd through 12th beginning September 13th. Monica will start programs for Birth through 2nd grade children beginning on September 20th.

Suzanne Patrick will be starting a craft program for Adults at the Masonville Branch starting in November.

Four County Library System updated their list of libraries in the system that have gone fine free. Twelve libraries still charge fines for all items, seven are Juvenile fine free, and 23 are completely fine free. Sue Ruestow made a motion for the Sidney Library and the Masonville Branch Library to go completely fine free, including items with old fines. Second by Pat Smith; motion carried.

Beth received notification from Steve Bachman at Four County Library System that we will be receiving a \$250 refund for the automation fee paid for the Sidney Center Branch Library, as well as a \$600 refund for the Sidney Center circuits program.

Beth asked if anyone had gotten any information on where a Little Free Library might be put up in Sidney Center. Sue Ruestow stated that there is a location that she will be asking the Fire Department about and will get back to us with an answer as soon as possible.

Motion to adjourn at 5:28 pm by Sue Ruestow; second by Mary Jane Plummer. Motion carried.