

Board Minutes: November 8th, 2022

Present: Dave Dewey, Sue Ruestow, Nancy Hornung, Emelinda Gronwall, Pat Smith, Ann Zieno, Beth Paine

Absent: Mary Jane Plummer

Meeting called to order at 4:30 p.m.

Minutes:

Motion by Pat Smith to accept the minutes of the October 11th meeting. Second by Sue Ruestow; motion carried.

Correspondence:

We received official notification from NY State that we received the 2021 NY State Construction Grant in the amount of \$19,599 for the Masonville Branch Library Parking Lot project. Ann Zieno made the motion to accept the grant money. Second by Nancy Hornung; motion carried.

We received notification from the Sidney United Way that they approved our request for \$1,525 to fund the Booster Books program for the 2022-2023 school year. Emelinda Gronwall made a motion to accept the gift from the United Way. Second by Pat Smith; motion carried.

We received our annual Cost of Services contract from Four County Library System. The 2022 automation contract was \$25,078 and the 2023 automation contract dropped to \$22,860. There were no changes to the cost for other services. Sue Ruestow made a motion to accept the contract from Four County Library System. Second by Pat Smith; motion carried.

We received the annual HVAC service quote from C&H Heating and Cooling. The price remains the same as last year; Sidney \$1,793 and Masonville \$360. Nancy Hornung made a motion to accept the quotes. Second by Emelinda Gronwall; motion carried.

Personnel:

Sue Ruestow made a motion to permanently appoint Monica Gatto as Children's Library Assistant effective 11/9/22. Second by Pat Smith; motion carried.

There was further discussion on the possibility of changing the current Sick Leave Policy to 1 day per month for a total of 12 per year and an increase in vacation time allotted to employees at 15 and 20 years of employment. This discussion was tabled until the December 13, 2022 Board meeting.

Financial:

Check numbers 12843-12867 were reviewed.

Pat Smith made a motion to accept the Board Claims in the amount of \$9,272.98. Nancy Hornung second; motion carried.

We received a partial refund from Four County Library System in the amount of \$641/62 for the automation and circuit fees paid for the Sidney Center Branch.

Building & Grounds:

The flat roof section of the Sidney Library continues to show signs of leaking. Newbauer's had two possible options for preventing further leaks; the first one was unsuccessful, so they have implemented the second method. We will not know whether it is successful or not until there is a heavy rainfall.

Ray dug up the two canna plants at the front entrance of the Sidney Library. These will be replaced in the spring by the Hill and Valley Garden Club.

A light fixture lens cover at the Masonville Library had partially detached from the ceiling. The weekend cleaner fixed it before Raggedy Reader Story Time begins at 10:00 a.m. on 11/5.

Unfinished Business:

Beth was contacted by Gerry Ruestow that because the Sidney Center Fire District and the Sidney Center Fire Department are two separate entities, we need to get permission from the Fire Department to put our Little Free Library on their covered porch. Beth has written a letter to the Fire Department requesting confirmation that we are allowed to install the Little Free Library.

Sue Ruestow made a motion to accept the Employee Review Policy as presented. Second by Nancy Hornung; motion carried.

New Business:

Ann Zieno made a motion to accept the renewal of our current Excellus Blue Cross Blue Shield health and dental insurance plans at a premium of \$1,111.94 per enrolled employee per month and the dental insurance at a premium of \$40.90 per enrolled employee per month. Second by Nancy Hornung; motion carried.

Ann Zieno made a motion to accept the 2023 Holiday Closure List, including closing on Friday, December 29, 2023 at 3:00 pm and be closed Tuesday, December 26, 2023 to compensate for Christmas Eve falling on a Sunday. Second by Sue Ruestow; motion carried.

Friends of the Libraries:

The Friends of the Libraries Grand Book Sale receipts totaled \$671.52. Scout Troop 88 helped set up for the book sale on 10/19 and the Sidney High School Interact Club assisted in the tear down on 10/25.

Other:

Sidney's average daily patron count has risen to 105 for Monday-Thursday, Monday-Friday is at 99, and Monday-Saturday is at 96. Sundays are averaging 16 patrons. Monday-Thursday we are only averaging 2 patrons after 7:00 pm. Beth will continue to track the statistics and discussion of possibly changing the closing time is tabled until the December Board meeting.

The Sidney Haunted Walk had excellent attendance, with both nights being full at the 15 patron limit.

Beth will be hosting a Community Input Session for the Libraries 5-Year Strategic Plan at 3:00 pm on November 29th in the Community Room. She may have a second session if she feels it is needed.

Beth reported that the Staff Development Day went well and all but three employees were able to get their Sexual Harassment training.

The Sidney Library and the Masonville Branch will be partnering up with Catholic Charities for a Winter Weather Clothing Drive. There will be drop boxes at both locations and this will run through December.

One staff member was out due to COVID between 10/20 and 10/24.

Motion to adjourn at 5:36 pm by Sue Ruestow; second by Emelinda Gronwall. Motion carried.