

Board Minutes: December 13<sup>th</sup>, 2022

Present: Dave Dewey, Nancy Hornung, Emelinda Gronwall, Pat Smith, Mary Jane Plummer, Beth Paine

Absent: Sue Ruestow, Ann Zieno

Meeting called to order at 4:37 p.m.

*Minutes:*

Motion by Mary Jane Plummer to accept the minutes of the November 8<sup>th</sup> meeting. Second by Nancy Hornung; motion carried.

*Correspondence:*

We received a letter from the Sidney Center Fire Department confirming that the Sidney Library has permission to construct a Little Free Library on the front porch of the Sidney Center Fire Hall with the stipulation it is maintained by the Sidney Library.

We received notification from Utica National Insurance that they completed their inspection of the Sidney Library and the Masonville Branch and had one recommendation for the Sidney Library; to repair the “uneven and cracked asphalt near the ADA ramp”. Beth sent a reply that the repair cannot be made at this time due to the NY State Construction Grant that includes that repair work, which will go out to bid in April of 2023.

We received notification that the library’s auto coverage through Graphic Arts Mutual Insurance has been cancelled at Beth’s request. Due to continued issues with the NBT agent assigned to the library account, Beth requested a new agent. Teri Schunk has been designated our new representative with NBT.

*Personnel:*

Joseph Kollgaard has resigned as the part-time weekend cleaner effective 12/19/22.

The NY State minimum wage is increasing to \$14.20 effective 12/31/22. Nancy Hornung made a motion to accept the new minimum wage increase for the 5 employees affected; second by Emelinda Gronwall. Motion carried.

Pat Smith made a motion to increase vacation time as follows effective on 1/1/23: for full-time employees – at 15 years of employment, vacation time increases to 32 days/year; at 20 years of employment, increase to 35 days/year; and at 25 years of employment, increase to 38 days/year. For part-time employees at 20 hours or more/week – at 15 years of employment, increase to 22 days/year; at 20 year of employment, increase to 24 days/year; and at 25 years of employment, increase to 26 days/year. Second by Mary Jane Plummer; motion carried.

Nancy Hornung made a motion to increase sick time for full-time employees to 12 days/year effective 1/1/23. Second by Emelinda Gronwall; motion carried. Accrual of sick-time is based on the employees hire date.

*Financial:*

Check numbers 12868-12901 were reviewed.

Emelinda Gronwall made a motion to accept the gift of \$150 from the Friends of the Libraries. Nancy Hornung second; motion carried.

Pat Smith made a motion to accept the Board Claims in the amount of \$34,795.78. Mary Jane Plummer second; motion carried.

Insero & Co. have begun the audit for the 2021-2022 budget year.

We received the tax check for \$490,968.50 from the Sidney School District.

*Building & Grounds:*

There continue to be heating issues at the Sidney Library. A leak was found in the Community Room vestibule which was caused by a condensate drain trap being plugged. C&H Cooling and Heating made the repair and they are getting us a quote for new digital thermostats to replace the old units.

C&H Cooling and Heating did the annual maintenance at the Masonville Branch on December 1<sup>st</sup>.

Beth has had to call Fairway Lawns three times to get them to come to the Sidney Library for salting and plowing. It was explained to them when they were given the contract that they needed to be here before the first employee arrives at 8:00 a.m.

*Unfinished Business:*

None.

*New Business:*

Emelinda Gronwall made a motion to accept the updated Other Leave with Pay policy; second by Mary Jane Plummer. Motion carried.

Beth distributed copies of the new Trustee Education policy and the new 5-Year Strategic Plan for 2023-2027 for the first reading.

*Friends of the Libraries:*

The Friends of the Libraries will be funding the pizza for the staff Holiday Party on 12/9/22.

*Other:*

Sidney's average daily patron count has dropped. Mon.-Fri. is averaging 83 patrons (99 in October); Mon.-Sat. is 80 (96). We are averaging only 4 patrons per night (2) after 7:00 pm Mon.-Thurs. and less than 1 patron per night from 8:00-8:30. Sundays are averaging 14 (16) patrons.

Beth is currently working on getting artists scheduled to display their work in the Smart Community Room for 2023. January through April is currently booked.

The Winter Clothing drive will continue at the Sidney Library and the Masonville Branch through December 2022. We also teamed up with the Tri-Town Seniors to have donations dropped off at the Sidney Library until December 2<sup>nd</sup>. Both have been very successful.

Beth is researching costs for two new programs/purchases for adults at the Sidney Library. She would apply for grants to fund these.

There will be no AARP tax help in Delaware County again this year.

Due to the large increase in the cost of the NY Times, Beth has changed over to the 7-days a week mail delivery.

The patron color printer in Sidney was replaced due to consistent malfunctions.

Motion to adjourn at 6:21 pm by Mary Jane Plummer; second by Emelinda Gronwall. Motion carried.