

Board Minutes: February 14<sup>th</sup>, 2023

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

Meeting called to order at 4:40 p.m.

*Minutes:*

Motion by Sue Ruestow to accept the minutes of the January 10<sup>th</sup> meeting. Second by Pat Smith; motion carried.

*Correspondence:*

We received confirmation from NBT Insurance that our auto coverage was cancelled as requested.

We received the Letter of Agency from Four County Library System regarding continuing our e-rate services. Pat Smith made a motion to continue with e-rate through Four County. Second by Mary Jane Plummer; motion carried.

Insero & Co. has sent the draft of our 2022 audit. Beth reviewed and approved it.

*Personnel:*

We have received three applications for the part-time Weekend Cleaner position.

Beth Paine's resignation as Director/Librarian II was accepted effective 2/17/23.

Cassidy Gascon is resigning effective 6/30/23. The Board agreed that the library should not hire a replacement and continue with only two Library Pages.

Ann Zieno made a motion to change Suzanne Patrick's current title of Branches Manager to Part-time Library Clerk effective 2/15/23. Second by Nancy Hornung; motion carried.

Ann Zieno made a motion to appoint Mary Grace Flaherty as Interim Director/Librarian II. Her hours each week will vary depending on library needs. She will be paid \$252 per in-person day, \$32/hour for online zoom meetings/phone calls. She will also be paid for mileage to and from the library at the current federal reimbursement rate. Second by Mary Jane; motion carried.

Mary Jane Plummer made a motion to add Mary Grace Flaherty as the Treasurer for the library and an authorized user of the library credit card effective 2/21/23. Second by Sue Ruestow; motion carried.

Dave Dewey authorized a continuation of Beth Paine's medical and dental insurance through 2/21/23 (amended to 2/22/23 on 3/16/23).

*Financial:*

Check numbers 12937-12963 were reviewed.

Sue Ruestow made a motion to accept the gift of \$53.32 from the Friends of the Libraries for the Dr. Seuss craft program. Second by Pat Smith; motion carried.

Emelinda Gronwall made a motion to accept the Board Claims in the amount of \$11,380.76. Sue Ruestow second; motion carried.

The budget committee met on 2/2/23.

Mary Jane Plummer made a motion not to exceed the tax cap for the 2023-2024 library proposed budget. Second by Pat Smith; motion carried.

Sue Ruestow made a motion to accept the proposed library budget of \$589,699 for the 2023-2024 fiscal budget year. Second by Pat Smith; motion carried.

*Building & Grounds:*

The elevator at the Sidney Library had the biannual maintenance check.

The front handicap door is out of order and the replacement part has been ordered.

The lock box covering the outdoor outlet by the back entrance stairs was broken into.

One of the caps on the back entrance stairs was broken off while Ray was chipping off thick ice. He will look for the missing piece.

We have ordered six replacement thermostats from C&H Cooling and Heating for the Sidney Library.

A No Parking sign has been purchased and will be placed on the side of the Sidney Library by the back entrance stairs. Patrons are continuing to park there, though it is not a designated parking space.

The battery for the Sentry security system at Sidney was replaced.

We received the Certificate of Liability and W-9 from Fairway Lawns.

*Unfinished Business:*

Sue Ruestow made a motion to accept the changes in wording to the Sick Leave Policy to clarify the tracking of sick leave time approved on 12/13/22. Changes made regarding the updated wording in the policy are retroactive to the effective date of 1/1/23.

*New Business:*

Mary Jane Plummer made a motion to accept the updated Computer Use policy, Use of Library Facilities policy; Registration of Borrowers policy, Telephone policy, and Use of Library Digital Sign policy (previously Chamber of Commerce sign). Second by Nancy Hornung; motion carried.

Sue Ruestow made a motion to accept the 2022 NY State Annual Report as presented for submission. Second by Mary Jane Plummer; motion carried.

*Friends of the Libraries:*

The Friends of the Libraries agreed to fund \$2,295 of expenses for the 2023 Summer Reading Program. This includes books, bags, and performers.

*Other:*

The average daily patron count has increased slightly on weekdays from 88 to 90. Sundays are averaging 17 (10) patrons.

Beth will be going to the Masonville Branch for a staff meeting and to continue weeding the collection.

The 2023 Summer Reading Program is set and the performers have been booked. The theme this year is All Together Now. The program will run from July 7<sup>th</sup> through August 18<sup>th</sup>.

Motion to adjourn at 6:30 pm by Sue Ruestow. Second by Nancy Hornung. Motion carried.