

Board Minutes: January 10<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 4:33 p.m.

*Minutes:*

Motion by Sue Ruestow to accept the minutes of the December 13<sup>th</sup> meeting. Second by Nancy Hornung; motion carried.

*Correspondence:*

We received notification from Four County Library System that they will be conducting Trustee Training on 1/25, 2/1, and 2/8.

*Personnel:*

The part-time Weekend Cleaner position was listed in the Walton Reporter in December, on the library website, on our Facebook page, in the library, and on the digital sign.

Beth will be conducting the Annual Performance Reviews during the last two weeks of January.

*Financial:*

Check numbers 12902-12936 were reviewed.

Pat Smith made a motion to accept the Board Claims in the amount of \$16,288.79. Ann Zieno second; motion carried.

Sue Ruestow made a motion to accept the \$18,954 (90%) received from the NY State Construction Grant for the Masonville parking lot project. Second by Emelinda Gronwall; motion carried.

*Building & Grounds:*

Staff at the Masonville Branch have reported an issue with bugs in the building. Bug spray is being purchased and will be administered as soon as possible.

The library has requested a Certificate of Liability and a W-9 from Fairview Lawns but we have not received a copy. If they do not produce these by January 16<sup>th</sup>, Beth will be terminating their contract for plowing and salting at Sidney and Masonville.

*Unfinished Business:*

Sue Ruestow made a motion to accept the new Trustee Education Policy. Second by Ann Zieno; motion carried.

Emelinda Gronwall made a motion to accept the 2023-2027 5-Year Strategic Plan. Second by Pat Smith; motion carried.

*New Business:*

Mary Jane Plummer made a motion to accept the Benefits policy as presented for updating. Second by Sue Ruestow; motion carried.

Nancy Hornung made a motion to accept the Leave Without Pay policy as presented for updating. Second by Emelinda Gronwall; motion carried.

Pat Smith made a motion to accept the Other policy as presented for updating. Second by Ann Zieno; motion carried.

Mary Jane Plummer made a motion to accept the Personnel Action policy as presented for updating. Second by Sue Ruestow; motion carried.

Nancy Hornung made a motion to accept the Salaries and Hours policy as presented for updating. Second by Emelinda Gronwall; motion carried.

Pat Smith made a motion to accept the Staff and Board Privileges policy as presented for updating. Second by Ann Zieno; motion carried.

Mary Jane Plummer made a motion to accept the Staff Communications policy as presented for updating. Second by Sue Ruestow; motion carried.

Nancy Hornung made a motion to accept the Staff Obligations policy as presented for updating. Second by Emelinda Gronwall; motion carried.

Ann Zieno made a motion to change the Sidney Library hours Monday through Thursday from a closing time of 8:30 p.m. to a closing time of 8:00 p.m. effective February 1<sup>st</sup>, 2023. Second by Mary Jane Plummer; motion carried.

*Friends of the Libraries:*

The Friends of the Libraries postponed their January 2023 meeting from the 4<sup>th</sup> to the 11<sup>th</sup>.

The Friends of the Libraries delivered gift bags to the staff for the holidays with new library shirts and cookies.

*Other:*

The average daily patron count has dropped again; Mon.-Thurs. is 78 (83); Mon.-Fri. is steady at 80; and Mon.-Sat. is 72 (80). After 7:00 we are getting less than 2 per night, and less than 1 per evening after 8:00. Sundays are averaging 10 (14) patrons.

The Smart Board plug in the PCC melted during a program. We have requested a quote for a replacement.

Monica Gatto will be starting Tablet Time for Toddlers in January.

Beth will be going to Masonville on January 9<sup>th</sup> to finish weeding the collection.

The statistics needed for the NY State Annual Report are being gathered.

Cassandra Hunter's youth programs are doing exceptionally well, with approximately 15-18 children attending each program over the last few weeks.

The budget committee will be meeting on Thursday, February 23 at 4:30 p.m.

Motion to adjourn at 5:31 pm by Mary Jane Plummer; second by Sue Ruestow. Motion carried.