

Board Minutes: July 13th, 2021

Present: Dave Dewey, Sue Ruestow, Ann Zieno, Nancy Hornung, Lisa Sellen, Beth Paine.

Absent: Pat Smith, Ken Howard

Meeting called to order at 4:30 p.m. by Beth Paine.

Slate of Board of Trustees Officers presented by Ann Zieno, head of the nominating committee.

- Dave Dewey, President
- Sue Ruestow, Vice President
- Ann Zieno, Secretary

All Board Members voted to accept the slate of officers as presented.

Minutes:

Motion by Sue Ruestow to accept the minutes of the June 8th meeting. Second by Nancy Hornung; motion carried.

Motion made by Nancy Hornung to accept the minutes of the June 29th meeting. Second by Sue Ruestow; motion carried.

Correspondence:

Four County Library System sent notification that our preliminary approval of \$18,322 for the New York State Construction Grant to pave the Masonville Branch Library parking lot. The total estimate is \$24,430. Beth will be submitting the online application before the due date of September 1st.

Insero & Co. submitted their quote for conducting the 2020-2021 Library Audit and 990 filing. The cost for the audit will be \$8400 and the 990 filing is \$1,000. Sue Ruestow made a motion to accept the quote. Lisa Sellen second; motion carried.

Mary Jane Plummer sent a Thank You card for her celebration at our June 29th meeting.

Personnel:

Michelle Maggio, our Masonville Branch Clerk, will be taking on Sarah Fredette's Children's programming when she leaves in August. She will begin training with Sarah August 3rd. We are listing for a part-time clerk to take over Sarah's circulation desk hours and technology classes/open hours.

Financial:

Check numbers 12312-12362 were reviewed.

Nancy Hornung made a motion to accept the \$300 donation from the Friends of the Libraries to be used towards the TriCities Opera performances. Second by Lisa Sellen; motion carried.

Nancy Hornung made a motion to accept the Board Claims in the amount of \$5,449.25. Second by Sue Ruestow; motion carried.

Building & Grounds:

We were unable to find a qualified candidate for Weekend Cleaner or Groundskeeper. We have contracted with Fairway Lawns to mow our Sidney and Masonville Branch lawns weekly.

Unfinished Business:

RPI has agreed to do the Masonville Branch Library appraisal on July 21st for \$400 plus a \$250 letter of donation.

New Business:

We received quotes for fuel oil and propane for the 2021-2022 budget year. Each company has quoted for 6,000 gallons of propane for Sidney, 600 gallons of fuel oil for Masonville and 500 gallons of fuel oil for Sidney Center.

1. Mirabito's – Prepay fixed for fuel oil is \$2.599/gallon; prepay fixed for propane is \$1.94/gallon.
2. Blueox Energy – Prepay fixed for fuel oil is \$2.82/gallon; propane fixed is \$1.81/gallon
3. Suburban Propane – Prepay fixed for fuel oil is \$2.685/gallon; propane fixed is \$1.895/gallon.

Sue Ruestow made a motion to accept the bid from Blueox Energy for \$1.81/gallon for propane for the Sidney Library for the 2021-2022 budget year, and to accept the bid from Mirabito's for fuel oil for the branches at \$2.599/gallon, contingent upon transferring the balance on our Sidney account to the branch account. Second by Nancy Hornung; motion carried.

Friends of the Libraries:

The Friends of the Libraries have asked if they may start showing movies in the Community Room starting in September and if they would be allowed to have their Big Book Sale in October. Beth has told them that it might be possible and has reserved the room for them for their chosen dates, but that it all depends on how things are progressing with the COVID pandemic.

Beth has requested that the Friends fund a replacement bench for the Vartuli Garden. They have already agreed to fund the replacement of the archway at the entrance of the garden. She will be getting quotes and submitting those at their next meeting.

Other:

Patron statistics remain very low for the branch libraries and the Sidney Center statistics are somewhat skewed for the past few years, as staff were counting friends and family coming in to chat as patrons using the library, and sometimes counting 1 patron multiple times if they were there more than 1 hour. Masonville shows higher circulation rates and this is one statistic that is concrete and does not have any human error. Beth went over these statistics to discuss possibly cutting Tuesdays from the Sidney Center Branch. The discussion was tabled until August so that Board Trustees can review the information provided.

Four County Library System received a grant from the CARES Act, including new wireless access points. I requested two and they were placed in our back office to create a stronger signal in the parking lot and one was placed in the PCC to replace the outdated equipment.

Daily newspapers have resumed.

A new security system was ordered to replace the unit that was donated by the Elks that has crashed.

Gene Polasik replaced ballasts and bulbs at the Sidney Library.

Beth brought up the option of going Juvenile Fine Free. At least 15 of the libraries in the Four County Library System are currently Juvenile fine free, and half of those are completely fine free. We would still charge for lost and damaged Juvenile items. Beth explained that patrons with more than \$5.00 in fines are blocked from all libraries in the Four County System, so if an item is lost or damaged the cost of that book would go on their account and they would be blocked. Discussion tabled until the August 10th meeting.

The Summer Reading Program kick-off party had 29 people attend and we currently have nine people signed up online via ReadSquared and 46 paper registrants.

Mask Update: Beth would like to start allowing patrons that have been vaccinated to go without masks, but they must have their proof of vaccination when they enter the building. The NYLA lawyers and the system lawyers both stated that this is not a violation of HIIIPA as we are not a medical facility. Children 2-12 would still need to wear a mask.

The daily average for patrons at Sidney Library is now up to 54.

Motion to adjourn at 5:35 by Lisa Sellen; second by Sue Ruestow. Motion carried.