

Board Minutes: September 9, 2025

Present: Ann Zieno, Tom Gorman, Colleen McKinney, Pamela Gilbert, Emelinda Gronwall, Mary Jane Plummer, Patrick McGowan.

Meeting called to order by Ann Zieno at 4:32 p.m.

Motion to accept the August 12, 2025 Board meeting minutes by Tom Gorman, seconded by Mary Jane Plummer; motion carried.

Correspondence:

September newsletter.

CD interest documentation. 8/28/25 to 11/28/26 @ 3.95% \$130K NBT.

Financial:

Gift from Ann Whiting in the amount of \$150: motion to accept made by Emelinda Gronwall, 2nd by Pam Gilbert; motion carried.

Receipts presented.

Standards presented.

Disbursements presented.

Rolled over CD \$130K NBT 8/28/25 to 11/28/26 @ 3.95%.

Board Claims in the amount of \$8,961.89. Motion to accept by Pam Gilbert, seconded by Tom Gorman; motion carried.

Check numbers 13907 to 13931 were confirmed and approved.

Motion to change the 11/11/25 Board meeting date to 11/10/25 at 4:30 PM because of federal holiday; motion made by Mary Jane Plummer, seconded by Colleen McKinney; motion carried.

Personnel:

Waiting for Delaware County Personnel adoption of Custodial Worker job description

In process of updating the Librarian II position description for Director.

Building and Grounds:

Corrected error in Scope of Work amendments for HVAC project.

Awaiting decision from Division of Library Development re: Elevator Grant application.

C & H completed installing small HVAC units; ceiling tiles need additional work.

Requested quote for Masonville Library heat pump.

Actuator in rear vestibule failed and has been replaced.

Obtained quote for pest infestation from Erlich Pest Controls.

Submitted application for 2025 NY State Library construction grant to replace rusting ADA handrails.

Painting project in second half of September.

Fairway Lawns completed their landscaping contract.

Ordered seven new PCs to upgrade to Windows 11 system.

John Jones to complete order for materials and plaque for lawn sign installation.

Collection Development:

Weeding ongoing at Sidney

Implemented Comics Plus resource

Programming:

Cassandra and Monica completing Summer Reading Program reporting.

Computer classes are being offered.

Starting Sidney Photography Club

Keiko – Community Art Show in Oct. / Nov.

Historian Scott Payne – Battle of Bennington Revolutionary War program.

Policy Development:

Approval of staff obligations - Board of Trustee Code of Ethics Policy-motion to accept made by Pam Gilbert, 2nd by Tom Gorman. Motion carried.

Approval of Conflict of Interest/Ethics Policy (staff), motion to accept by Pam Gilbert, 2nd by Colleen McKinney. Motion carried.

Unfinished Business:

Flat roof Grant, must use the remainder of grant funds soon.

HVAC grant.

Painting Project – offering \$2170 for supplies.

Village installing water meter.

Friends of the Libraries:

Meeting Agenda and minutes.

Other:

Refer to Director's Report.

Adjournment:

Motion to adjourn made by Tom Gorman at 6:03 PM, 2nd by Colleen McKinney; motion carried.

Next meeting on October 14, 2025 at 4:30 PM. Meeting to be held at the Sidney Memorial Public Library – Smart Community Room.

Submitted by Nancy Horning,
Secretary.