

**SIDNEY MEMORIAL PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**

**Monday, 11/10/25**

**4:30 P.M.**

**Sidney Memorial Public Library – Smart Community Room**

TRUSTEES: ANN ZIENO, MARY JANE PLUMMER, PAMELA GILBERT, TOM GORMAN, COLLEEN MCKINNEY, EMELINDA GRONWALL, NANCY HORNUNG

**AGENDA ITEMS**

**1. CALL TO ORDER**

**2. MINUTES OF OCTOBER 14<sup>TH</sup>, 2025 MEETING**

**3. CORRESPONDENCE**

NOVEMBER NEWSLETTER  
UPDATED VAN DUSEN AGREEMENT  
VILLAGE OF SIDNEY FIRE INSPECTION REPORT  
C & H PAYMENT APPLICATION – HVAC  
WORKER’S COMPENSATION RENEWAL LETTER  
SERVICEMASTER INVOICE  
SERVICEMASTER PROPOSAL  
PESH CONSULTATION ASSISTANCE  
2026 MEDICAL & DENTAL INSURANCE PLAN OPTIONS  
THANK YOU CARD, FROM LONA  
THANK YOU CARD FROM THE UPLIFT COLLECTIVE  
HAPPY BOSS’ DAY CARD FROM THE STAFF

**4. PUBLIC COMMENT FROM THE FLOOR**

**5. FINANCIAL AND STATISTICAL REPORTS**

GIFTS  
RECEIPTS  
STANDARDS  
DISBURSEMENTS  
BOARD CLAIMS  
HELD ONLINE VOTE RE: PAYROLL  
VOTE ON CLARK CONSTRUCTION QUOTE FOR ADDITIONAL SANDING / SALTING  
AT SIDNEY PREVIOUSLY PERFORMED BY JANITORIAL STAFF  
VOTE ON EXTENSION FOR FILING OF 990 WITH INERO  
VOTE ON APPROVAL OF SNOW REMOVAL / SALTING CONTRACT  
VOTE ON APPROVAL OF 2026 HOLIDAYS  
VOTE ON 2026 MEDICAL & DENTAL INSURANCE PLAN OPTIONS  
VOTE ON 2026 WORKER’S COMP RENEWAL

**6. PERSONNEL**

REVIEW OF DELAWARE COUNTY PERSONNEL POSITION DESCRIPTION FOR  
DIRECTOR - LIBRARIAN II – TABLED UNTIL JANUARY 2026  
HIRING OF TEMP JANITORIAL ASSISTANCE  
DAWN ARMSTRONG – LEAVE OF ABSENCE FROM 11/1/25 TO 4/30/26

**7. BUILDINGS AND GROUNDS**

AWAITING DECISION FROM DIVISION OF LIBRARY DEVELOPMENT RE:  
ELEVATOR GRANT APPLICATION  
PAINTING PROJECT IS UNDERWAY  
CLOSURE OF LIBRARY  
SCHEDULED CONSULTATION WITH DOL / PESH FOR EQUIPMENT / TRAINING FOR  
11/13  
ORDERED CHEMICAL STORAGE CABINET, EYE WASH STATIONS  
LEAK IN SLOPED ROOF DRAINS – NEWBAUER IS WORKING ON IT  
FAILURE OF HEAT ACTUATOR AFFECTING WIRELESS ROOM AND DIRECTOR’S  
OFFICE – C & H IS WORKING ON IT  
PROBLEM WITH CHECK VALVES AND ELECTRICAL PUMPS IN BOILER ROOM AND  
IN THE CEILING NEAR YOUTH SERVICES ENTRY RAMP - C&H IS WORKING ON IT

**COLLECTION DEVELOPMENT**

WEEDING IS ONGOING AT SIDNEY  
CREATING EBOOKS TO IMPROVE PRESERVATION / ACCESSIBILITY OF  
HISTORICAL CONTENT – HOSTED IN THE SWISS ROOM

**8. PROGRAMMING**

CHRISTMAS WREATH PROGRAM ON 12/4  
OFFERED TWO COMPUTER CLASSES  
HISTORIAN SCOTT PAYNE IS PROVIDING A PROGRAM ON THE REVOLUTIONARY  
WAR BATTLE OF BENNINGTON ~~10/48~~ – RESCHEDULED TO 11/1/25  
JOYCE NEAL IS OFFERING A CALLIGRAPHY PROGRAM 11/8 - CANCELLED  
CASSANDRA IS HAVING A FIRE TRUCK EVENT AT THE LIBRARY  
PHOTOGRAPHY CLUB IS WELL ATTENDED  
SUE WEIBEL’S MAH JONG CLUB IS WELL ATTENDED  
KEIKO IS COORDINATED A COMMUNITY ART SHOW FOR OCTOBER / NOVEMBER  
RICK BUNTING IS OFFERED A WILDLIFE PHOTOGRAPHY PROGRAM 10/30  
PARTICIPATED IN THE GREAT GIVEBACK PROGRAM FOR THE DELAWARE  
COUNTY HUMANE SOCIETY.

**9. POLICY / PROCEDURE DEVELOPMENT**

REVIEW OF EMERGENCY PROCEDURES

**10. UNFINISHED BUSINESS**

FLAT ROOF GRANT  
FLAT ROOF GRANT USE FOR WEBSITE UPGRADE  
PAINTING PROJECT  
ADVISED JOHN JONES FROM SIDNEY COMMUNITY FOUNDATION TO PLACE THE  
ORDER FOR PLAQUE AND MATERIALS FOR LAWN SIGN INSTALLATION  
VILLAGE OF SIDNEY IS IN THE PROCESS OF INSTALLING A WATER METER

**11. NEW BUSINESS**

ELEVATOR GRANT IMPLEMENTATION

**12. FRIENDS OF THE LIBRARIES**

MEETING AGENDA AND MINUTES  
GRAND BOOK SALE 10-24 TO 10/26

**13. EXECUTIVE SESSION**

**14. OTHER**

DIRECTOR’S REPORT

**15. ADJOURNMENT**

**Next meeting: Tuesday – December 9, 2025 at 4:30 pm. Location will be at Sidney Memorial Public Library – Smart Community Room.**