

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

**Tuesday, NOVEMBER 12<sup>TH</sup>, 2024**

**4:30 P.M.**

**Sidney – Smart Community Room**

TRUSTEES: ANN ZIENO, SUE RUESTOW, NANCY HORNUNG, PAMELA GILBERT, EMELINDA GRONWALL,  
MARY JANE PLUMMER, PAT SMITH

**AGENDA ITEMS**

**1. CALL TO ORDER**

**2. PUBLIC COMMENT FROM THE FLOOR**

**3. REVIEW / APPROVE MINUTES OF OCTOBER 8<sup>TH</sup> MEETING**

**4. CORRESPONDENCE**

- THANK YOU NOTES
  - COMMUNITY BANK
  - LONA
  - SUE WIEBEL
- COMMUNITY BANK CD \$200k RECEIPT
- INSURANCE RENEWAL DOCUMENTS

**5. FINANCIAL AND STATISTICAL REPORTS**

- GIFTS
- RECEIPTS
- STANDARDS
- DISBURSEMENTS
- BOARD CLAIMS
- ACCOUNT AGREEMENTS FOR COMMUNITY BANK AND NBT BANK FOR CDs
- VOTE ON APPROVAL OF 2025 MEDICAL / DENTAL / MEDICARE RATES
- RECEIVED

**6. PERSONNEL**

- MASONVILLE POSITION HAS BEEN POSTED
- RECEIVED RESIGNATION NOTICE FROM JOYCE NEAL
  - WE HAVE A SUFFICIENT POOL OF CANDIDATES FOR BOTH POSITIONS
  - INTERVIEWS ARE SCHEDULED FOR 11/20

**7. COLLECTION DEVELOPMENT**

- ONGOING PURCHASING AND WEEDING AT SIDNEY
- DONATION OF FUNDS TO OBTAIN HEALTH RESOURCES INCLUDING \$2k FOR HEALTH CD BOOKS, TWO CD BOOMBOXES, 32" COMPUTER MONITOR FOR DIGITAL CONTENT FROM NETOWRK OF THE NATIONAL LIBRARY OF MEDICINE

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**8. BUILDINGS AND GROUNDS**

- START NEW HOURS AT MASONVILLE 1/1/25 TO ACCOMMODATE TRAINING FOR NEW STAFF
- HVAC INSTALLATION – EXECUTED CHANGE ORDER FOR CONTRACT EXTENSION OF DATE OF SUBSTANTIAL COMPLETION AND ADDED WINTER WEATHER LANGUAGE
  - SUBMITTED PROJECT STATUS DOCUMENTATION TO NY STATE CONSTRUCTION GRANT WEBSITE
  - REQUESTED QUOTES FOR REPLACEMENT OF 1-2 SMALL HVAC UNITS
- SUBMITTED FS-10 FORM 2024 NYS CONSTRUCTION GRANT FOR FLAT ROOF REPLACEMENT
- PURCHASED A NEW WATER FOUNTAIN
- C & H TROUBLESHOOTING ELECTRICAL PUMP ISSUE IN BOILER ROOM

**9. POLICY DEVELOPMENT**

- REVIEW OF SECURITY CAMERA POLICY
- REVIEW OF INVESTMENT POLICY

**10. PROGRAMMING**

- SCORE SMALL BUSINESS DEVELOPMENT – PART I
- LEATHERMAN
- CORNELL CO-OP ENERGY PROGRAM
- NY NATIONAL GUARD / DEPT OF HOMELAND SECURITY – EMERGENCY PROGRAM
- PLANNING FOR DECEMBER
  - CARD WORKSHOP WITH LINDA SHEA
  - WREATH PROGRAM WITH JOYCE NEAL
- BEGIN ADULT PROGRAMMING SURVEY

**11. UNFINISHED BUSINESS**

- COMPLETE HVAC REPLACEMENT
- FLAT ROOF PROJECT

**12. NEW BUSINESS**

- IDEAS FOR FACILITY IMPROVEMENTS – SOUND GARDEN

**13. FRIENDS OF THE LIBRARIES**

- AGENDA FOR 11/6/24
- MINUTES FOR 10/2/24
- GRAND BOOKSALE

**14. OTHER**

- DIRECTOR'S REPORT

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**15. ADJOURNMENT**

**NEXT MEETING:**

- ❖ DECEMBER 10<sup>TH</sup>, 2024 AT 4:30 PM. LOCATION WILL BE AT SIDNEY MEMORIAL PUBLIC LIBRARY SMART COMMUNITY ROOM.