

BOARD OF TRUSTEES  
Agenda – March 12, 2026

CALL TO ORDER - 5:30pm

Members Present: Al Buyck, Katie Bowers, Tom Jahn, Sharon Bryant, Jillian Sandy, Olivia Shimkus, Vikki Collazo

Not Present: Emily Jones, Sarah Glose, Charmian (Charm) Foster, Kelly Sullivan

Also Present: Josias Bartram, Sherry Kowalski, Alex Fisher, Kathleen Shores, Michelle Brandone

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

MINUTES: February 12

- **Motion to approve the February Minutes: Tom Jahn, Second: Vikki Collazo. Passes unanimously.**

RESIGNATIONS

- Megan Tuttle – Custodial Worker
  - Megan was a great employee. She will be missed!
  - **Motion to accept the resignation: Jillian Sandy, Second: Olivia Shimkus. Passes unanimously.**

APPOINTMENTS

- Ashley Button – Custodial Worker
  - **Motion to accept the appointment: Al Buyck, Second: Vikki Collazo. Passes unanimously.**

NEW BUSINESS

- Discussion – winter weather closings ❄️
  - One year ago we approved a new winter weather policy that automatically follows the Binghamton City School District. There have been a lot of two hour delays this year, and patrons have been unhappy.
  - Discussion:
    - Option to ignore delays, but do a two-hour delay if the school is closed and then make a decision about closure based on developing conditions.
    - Option to follow the County emergency closures. These are rare.
    - Option to the Executive Director makes the call.
    - Option to getting any closures or delays publicized on TV stations.
    - Policy committee will continue this discussion.
- New web accessibility regulations

- New regulations have come to the ADA regarding websites.
- Our host company is doing a lot of the work.
- A staff member did an audit of our website - minor tweaks were found.
- This applies to any document added to the site. Just like these very minutes!
  - Does not apply retroactively. Will be adopted going forward.
- Financial disclosure statements
  - Due annually for all board members and County management. Expect these letters in your mailboxes soon!
- 2026-2027 E-Rate
  - Federal program that funds access to computers for students. Utilized heavily by schools and libraries.
  - Letter of Agency - We need to certify that we are following the law regarding internet access for minors.
  - Form 479 - We will pool funding among other 4CLS libraries (as we usually do).
  - **Motion to approve Letter of Agency and Form 479: Vikki Collazo, Second: Olivia Shimkus. Passes unanimously.**

#### OLD BUSINESS

- Board docs - now updated on the website.
  - 2026 Committees
    - Please check the website to confirm you are on the correct committees. Email Josias if there are changes.
- Budget updates
  - Still seeing issues with 2025 budget reports. Some funds are still showing as "encumbered", reflecting an error in the software. Budget is not reflecting Josias' retirement, and still need to do revisions to reflect \$10K from Carnegie Foundation.
- Construction/projects
  - Bathroom Renovations
    - Really, truly starting this month!
    - Starting with the upstairs bathrooms, followed by the downstairs bathrooms.
    - Construction meeting happening on Monday.
    - There will be a dumpster in the staff parking lot during upstairs renovations.
    - There will be a dumpster in one handicap parking spot during downstairs renovations, as has been done before.
    - This will certainly be disruptive, but our plan is to avoid closing unless we absolutely must.
  - Security Office
    - Plans approved, intention to submit for state funding.
  - Ramp to gardens
    - Plans approved, intention to submit for state funding.
  - Moving forward with new security cameras.

- Solar panels
  - Kelly found a potential installer and we are researching costs.

## REPORTS

- February Financials
  - No 2025 financials yet. Other than issue with Josias' retirement, things look normal.
  - Hoopla spending is way down. Yay!
- Director's Report – verbal
  - The DaVinci Art Festival is coming back! All the school districts participate, K-12.
    - Happening in May! Yay!
    - Friends are sponsoring the grant. Thank you, Friends!
  - Inter-Library Loan
    - Allows for borrowing from academic libraries across the country.
    - Service stopped completely last June due to staffing shortages at TC3, who managed it previously.
    - New version coming up from the South Central Regional Library Council: BARC Bibliographic and Referral Center 🐶
      - Includes a \$5 charge (as it has for a number of years)
      - Text books, dissertations, items published in the last year, and items under \$25 will not be filled
      - Time-intensive, but we only get about 5 requests per month. Smaller libraries will likely not offer it because it is time intensive, and will refer to us.
      - We ship through UPS, which costs about \$20 per book. So patron pays \$5, library pays \$15 (roughly).
      - System is legally mandated to offer this, and there will be a limited amount of "free" borrows.
  - Annual Report
    - We have access to the state's software, but the software is not yet open for accepting Annual Reports.
    - The formatting is the same, and previous reports are in the system.
    - Laura has created the layout for the public report.
  - Security
    - Going much better over all.
    - Trend: Significantly more problems with minors. Typically this is middle or early high schoolers who are not attending school.
    - Discussion about bannings and individuals of concern.
      - Bans apply only to our facility, not other libraries.
      - Bans currently apply only to physical building, not online resources.
- February Staff Reports
  - Union contract agreement has not been reached with the County.
- Committee Reports
  - None

- Friends of the Library
  - Meeting next week!
  - There is a bag sale going on right now through Saturday!
  - Friends are funding some adult art classes and sponsoring the DaVinci Art Show.

#### EXECUTIVE SESSION

- Purpose: To discuss personnel matter.

**Motion to enter executive session at 6:23pm: Al Buyck, Second: Tom Jahn. Passes unanimously.**

**Motion to exit executive session at 6:30pm: Katie Bowers, Second: Vikki Collazo. Passes unanimously.**

**Motion to adjourn at 6:31pm: Al Buyck, Second: Vikki Collazo. Passes unanimously.**