

BOARD OF TRUSTEES

Agenda – March 13, 2025

CALL TO ORDER - 5:29pm

Members Present: Jeffri Boisvert, Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster, Jillian Sandy, Emily Jones

Not Present: We're all here! 🎉

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

GUESTS

AMENDMENTS TO THE AGENDA

- Vote to Loan Orazio Salati Paintings to Roberson for Retrospective

PUBLIC COMMENTS

MINUTES: February 13, 2025

- No amendments
- **Motion to accept the minutes: Charmian Foster, Second Emily Jones. Passes unanimously.**

APPOINTMENTS

- George Praylow – Custodial Worker
 - **Motion to accept the appointment: Vikki Collazo, Second Jillian Sandy. Passes unanimously.**
- Riley Maley – promotion to FT Temp Library Assistant
 - **Motion to accept the appointment: Kelly Sullivan, Second Olivia Shimkus. Passes unanimously.**

RESIGNATIONS

- Michelle Ford – Librarian I
 - Michelle is retiring after 25 years of service. Amazing!! Michelle will be very missed. Thank you Michelle!!
 - **Motion to accept the resignation: Sarah Glose, Second Tom Jahn. Passes unanimously.**

NEW BUSINESS

- Overview of civil service
 - In the library, we do a lot of hiring people as clerks and then promoting as they gain credentials and/or experience.
 - Sherry and Josias have a checklist to follow to make sure they are following the civil service requirements.
 - Applicants/employees need to meet certain requirements, like degree requirements and passing a civil service exam. Sometimes this can be frustrating, because some positions require a degree that isn't totally relevant to the work and


this impacts who we are able to hire.

- E-rate
 - We participate through 4CLS. This uses schools and libraries to get high speed internet to the public.
 - This is our standard agreement that we sign every year with 4CLS.
 - There is scuttlebutt that this program may be cut. At this time, we will proceed as we always do, but if the program does it cut, it will create an immediate funding need.
 - **Motion to accept the agreement: Jeffri Boisvert, Second Jillian Sandy. Passes unanimously.**
- 2024 Annual Report
 - The written report has been submitted to the state. Within the next ~2 months, we'll have a pamphlet version that will include art and design and be beautiful and exciting to read. Because adding art makes for more engaging and compelling reading!! 🎨👤🌀👁️
 - Our door count is higher than 2019 - meaning we are fully recovered from the dip during the pandemic!
 - Programs and circulation were slightly down. Circulation tracks with wider trends in the field, programs were mostly a result of having to cancel programming during an understaffed period.
 - We are also serving more of a social services role in the county with programs like Peer Support.
 - **Motion to accept the annual report: Emily Jones, Second Charm Foster. Passes unanimously.**
- Financial Disclosure Statement
 - This annual statement will be coming in the mail to board members (and overall county employees). Please fill them out!
 - People who don't fill them out will be named and shamed on a public list. (Really)
 - They are subject to FOIL. Your contact information and any information related to minor dependents will be redacted.
- Conflict of Interest Policy
 - Board members will also need to disclose any conflicts of interest, in accordance with our currently-being-updated COI policy. The policy committee is working on updating this now.
- Programs, Exhibits, and Meeting Rooms
 - Presented by James Ingram. James' role is to
 - Supports program logistics and marketing for both the Children's Department and the Info Services Department.
 - Support meeting reservations and set up.
 - The booking site for meeting rooms on the website is working well. Yay!
 - Support exhibits, for example, the current Women's Suffrage traveling exhibit, visiting artist exhibits, etc.
 - Basically, just create and support excellent programs and exhibits to draw patrons in.
 - This is all work that James has taken on in the last year that was previously on

the plates of many different people. He's serving to be a connector between departments and it is incredibly helpful!

- Loaning Orazio Salati's paintings to Roberson for a retrospective on his work
 - He sometimes paints with a blowtorch, which Josias and Sarah highly recommend watching live. 🔥👁️
 - **Motion to loan the paintings to Roberson: Sarah Glose, Second Jeffri Boisvert. Passes unanimously.**

OLD BUSINESS

- Emergency Services MOU
 - No updates at this time. Attempting to coordinate a meeting with all stakeholders.
- Renovation/Projects update
 - Moving forward with bids to renovate either the upstairs and downstairs bathroom, build ramp and door from youth services to garden, and build security HQ in the rotunda.
 - Expected to go to bid in May 2025.
 - Revisions are expected and will be run by the NYS Education Department (this is where the funding is running through).
 - Also working on installing the new floor for the eating area. It will be aqua and orange tiles. Art is meant to stir up conversation, and we feel confident that aqua and orange will do just that! 
 - New tables will be arriving this year.
 - We will also be stripping and rewaxing the floor.
- Security update
 - We are getting an additional control panel for the alarm system, an app-accessible alarm system that Josias and Sherry can activate/deactivate remotely if needed, additional security cameras, and additional motion detectors.
 - The fire alarm system will be replaced beginning tomorrow. Exciting!
 - Lots of progress has been made since the big security incident at the beginning of the year.
 - Over the last few months, we have had a lot of young, new officers and they have been doing really well.
 - Unfortunately, we have had fights nearly every single day this week. There have been a few bans this week as a result. All ban letters include instructions for an appeal.

REPORTS

2024 Annual Report - NYS

2024 financials – final?

- This is (hopefully) the final 2024 report!
- Includes balance of the Friends grants account.
- Added open Projects and Grants section.
 - Community Foundation - Bilingual is to purchase foreign language books and materials for the Children's section. These have been purchased and

- the grant will be closed out.
 - Community Foundation - Narcan. Balance for this will be going to supplies for Peer Support.
 - Kresge Grant remaining balance will be going to be robotics kits and related materials.
 - Farm to Library grant will rollover to 2025.
- Not all of our expenses are spread evenly across the year, and this is reflected in the report. Josias believes this makes things easier to understand.
- Discussion about line items vs. overall category spending. Overall category spending is more important than the individual line items within that category.
- How is the advertising budget used?
 - Advertising job postings, promoting posts on Facebook, the newsletter
- Josias really loves doing the budget and is hype to talk about it at length to anyone who has questions!

February Financials

Director's Report

- We have several staff members that need promotions to recognize the ways they go above and beyond in their work. This speaks to the need for flexibility within civil service.

Staff Reports

- Sherry is managing payroll now.
- Farm to Library will continue, in partnership with Cornell Cooperative Extension.
- Huge donation of seeds from CCE as well.
- Exciting gaming programming is coming up!
- Make and Takes are going well!
- Monday Matinee movie showings are drawing interest.

Committee Reports

- Executive Committee
- Strategic Planning - Update to come
- Finance Committee - No report
- Nominating - No report
- Personnel - No report
- Marketing - No report
- DEI - Potential new community representative to join the team
- Policy - next set of deliverables will be April 15.
- Ad hoc - No report
- Liaison to Friends - there was no meeting in February

Friends

6:52pm Motion to adjourn: Jeffri Boisvert, Second: Kelly Sullivan. Passes unanimously.