August 18th, 2025 Minutes

Call to order - Meeting was called to order by President C. Buck at 5:32pm.

Attendance:

- Present: T. Brant, C. Buck, N. Bromley, G. Breuilly, G. Hinman, M. Paino, J. Roth, T. Winn, Roz Conner, Adrienne Howell
- Excused: D. Fowlston, K. Raymond

Discussion:

- Minutes of July 21st 2025 meeting were approved for filing on a motion by J. Roth, seconded by N. Bromley. Ayes all.
- Finance Reports - Reports were compiled in part by Christine Burdette and updated by Adrienne Howell. The checking account reconciliation details for checks 5300-5318 were shared. Adrienne will prepare a draft form regarding fund transfers for the board's consideration. This topic is being discussed by the finance committee, and they are working on a finance policy. We will be seeking guidance from Jim Daniels as well. The financials were approved on a motion by M. Paino, seconded by G. Hinman. Ayes all.
- Library Director's Report - The pending IRS penalty pertaining to our late filing has been removed by IRS. A letter has been received but more documentation is expected. This is very good news for the library.
- Library Financial Reports - Mr. Jim Daniels has been contributing time and services to assist the library. It is now evident that we do not need a full financial review. Our annual library report is acceptable.

- NYS Construction Grant revision - At this point, there are 10 days remaining for them to receive the authenticated assurance proposal form us. It was discussed and approved that C. Buch may sign the document, and Roz Conner will submit the required timeframe. Motion by J. Ruth, seconded by M. Paino. Ayes all.
- Telephone System Replacement Update - After comparing the quotes we received, it is recommended that the library contract with Irontron, as was presented by Pam Hero at our last meeting. Ros Conner is authorized to move forward with this change on a motion by J. Roth, seconded by J. Ruth. Ayes all.
- Tree service by the village is still pending. J. Ruth will mark the trees and K. Raymond will continue to work with the village people on the necessary tree maintenance.
- Maintenance Concerns - J. Ruth noted that the fencing on the side of the computer lab entrance is loose and will need to be repaired. Also, there is some water coming in on the bridge and replacement toe kicks are needed. Finally, the exterior caulking needs to be repaired/updated, J. Ruth volunteered to work with the vendor in Ninevah to move forward. Hopefully the same contractor can rectify all these issues.

Personnel:

As listed below, approved on a motion by C. Buck, seconded by J. Roth. Ayes all.

- Termination of our agreement with Christine Burdette effective July 31st, 2025
- Appointment of account clerk Adrienne Howell effective July 24th, 2025.

The search for a new director has been narrowed down to one finalist. The personnel committee will meet with the candidate for a second interview and make a recommendation to the board via email and telephone. If agreement is reached with trustees, an offer may be made to the candidate, and the appointment will be ratified at the next meeting.

Board Trustee Change:

At the conclusion of our meeting, Gary Breuilly submitted his resignation as a board member. The board thanked Gary for his many contributions and years of service as accepted his resignation with regret on a motion by N. Bromley, seconded by T. Winn. Ayes all.

Conclusion:

Meeting was adjourned at 6:37pm on motion by G. Hinman, seconded by G. Breuilly. Ayes all. Next meeting will be on 5:30 September 15th 2025.

Submitted By:
Terri Brant