

Minutes for Southworth Library Board Meeting June 10, 2025 meeting

The Minutes for the Board meeting for the Southworth Library June 10, 2025

- Michael Lane, President
- Randall Stewart, Vice President
- Bambi Avery, Secretary
- Paul Streeter, Treasurer
- Brenda Carpenter
- Clint Brooks
- Charles Dardia
- Diane Pamel – Library Director
- Allison Payne- Senior Librarian and Bookkeeper

Also present

- Laura Lusk, incoming Library Director (July 7)

Meeting called to order at 6:08 p.m.

Privilege of the floor for the public- no attendees

Business

- Minutes for April 3, 2025 Board Meeting are submitted - Paul Streeter moves to approve seconded by Randall Stewart and unanimously voted to approve.

Treasurer Report

The following financial reports for January – May 31, 2025 are submitted and reviewed

- Balance Sheet
- Profit & Loss
- Operating income
- Budget-expense
- Investment funds
- Grants Report
- Paul Streeter approves financial reports, Bambi Avery seconds and all approve

Allison Payne is excused at 6:30 pm

The Director Report

- Director report is submitted
- Director Pamel notes that the circulation is steady with a 4% decrease overall. The summer schedule including the summer reading programs are set. We will be able to hire 2 teens from the Workforce SYEP program and 2 teens from the Dryden Rural Youth Services Program. She notes we have donations for the summer reading programs from the Dryden Creamery, The Protagonist book store, Claybird Studios, Connected Stitches and The Corner Brew.
- The following policies were updated, reviewed and approved on June 10, 2025
 - The Rules of Conduct policy was changed to allow animals in the library for programming purposes. Randy Stewart moves to approve, Bambi Avery seconds and all approve

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- The Materials Selection Policy and the Request for Reconsideration form. Bambi Avery moves, Randy Stewart seconds and all approve.
- The purchase of a tracfone for library use was agreed on depending on total costs. No motion is made
- The Board of Trustees agreed to provide a health care stipend of \$200 per month for employees that are full time (defined as 35 hours a week). This will be arranged through ADP payroll processing. No motion is made
- The food for the Donor and Volunteer Appreciation event scheduled for Wednesday, June 25 from 6:30 – 7:30 will be desserts. Brenda Carpenter will work with Director Pamel to purchase and set up the refreshments for the event.

8 Library Street

Charles Dardia met with Dryden Realty concerning the property and maintenance issues.

He received 3 quotes for sealing the driveway at 8 Library and sealing and restriping the parking lot at the library.

The roof for the property needs to be replaced. Three quotes were received, all around the \$30,000. The work will be paid out of the Operations fund. Randall Stewart moves to approve the funding for the roofing replacement at 8 Library Street. Clint Brooks seconds and all vote in favor. The building committee will pursue the next steps in the process and make their recommendation.

It is also noted that one of the apartments needs updated appliances and fixtures and once there is a vacancy, Dryden Apt. recommends doing the update and then increasing the monthly rental fee.

Committee reports:

Operations Committee

- Trustees are reminded to complete the annual two-hour training before year end.
- Randy Stewart and Michael Lane will look at chair replacements for the ones in the original building room used for board meetings
- The Board of trustees recommends Laura Lusk as the Library Director as of July 7, 2025. Bambi Avery moves to approve her appointment, Clint Brooks seconds and all vote in favor.

Finance committee: No additional reports

Building and Grounds :

- J&G is providing lawn care for the summer.
- Evans completed a roof inspection and noted several necessary repairs for ~\$4500.

Fundraising : Randy Stewart will start the process for the fund drive in the late summer or fall.

Next board meeting is set for Monday, August 18 at 6 pm at the library.

Brenda Carpenter moves to adjourn the meeting, Charles Dardia seconds and all vote in favor. The meeting is adjourned at 8:20 pm.