The Southworth Library Association
Board of Trustees Meeting
May 13, 2026

Members Present: President Michael Lane, Vice President Randy Stewart, Treasurer Paul Streeter, Secretary Bambi Avery, Clint Brooks, Charles Dardia, Brenda Carpenter

Staff: Director Laura Lusk, Senior Librarian & Bookkeeper Allison Payne

Call to order at 6:09 p.m.

Privilege of the Floor - no public present.

Approval of the minutes of March 11 and April 27, 2026, was moved by P Streeter, seconded by R Stewart, and unanimously approved.

The minutes of January 11, 2026, were amended to reflect the appointment of the Library Director. Moved by C Brooks, seconded by P Streeter, and unanimously approved.

Treasurer Reports – Allison Payne presented the year-to-date income and expense budget reports noting there is nothing out of the ordinary. Profit & loss summary and balance sheets were reviewed, and P Streeter said an adjustment will be made to account for the increased value of Dryden Bank stock. The 990 tax return was reviewed and is consistent with prior years. J Engels will file the document.

It was noted the state report has been filed.

Director's Report – L Lusk shared and reviewed her report and circulation statistics. She has applied for and received twelve grants thus far. The library will have a booth on Dairy Day to promote summer reading. Board members were encouraged to sign up for an hour shift at the booth. There will be a display and pamphlets to recognize the nation's 250th anniversary. The next few months are program heavy with summer reading and visits from classes from preschool, 4th and 5th grades. L Lusk will visit the Dryden Middle School to encourage interest in Southworth and its offerings. No programs are planned for the last two weeks of August. Lauri Guay, who previously worked at the Homer Library, has been hired. She is familiar with Polaris. The planned update for Polaris has been delayed. The library will have displays throughout the year for the Semiquincentennial.

8 Library Street – The property management report was reviewed by members. Four broken windowpanes in the duplex have been replaced. C Dardia did a walk through with management. One unit could use a bathroom update, but the incoming tenant needed access immediately, and because the bathroom functions were without problems, updating was

postponed until a future vacancy opportunity. Management will look at repointing the foundation and fixing up the main entrance.

Discussion

Honoring Mary Ellen Rumsey – R Stewart is in discussions with Bernard's in Cortland as to size, design and wording for a plaque will be placed in the biography room, either freestanding or mounted on a wall.

Board room chairs – B Carpenter provided some options for new chairs and brought a sample. After discussion, the matter was tabled for continued exploration of options at the next meeting.

Volunteer/Donor Recognition – It was agreed to not hold the event this year.

Employee Evaluations – The board has not done an evaluation of the Director in the past and discussed whether there is a need and the types of evaluations that could be used. Because the Director is currently participating in coaching sessions it was decided to hold off on further discussion until the sessions are completed.

Committee Reports

Operations Committee – Things are going well/

Finance Committee – A meeting with our investment advisors will be held in June.

Building & Grounds Committee -

- State Aid for Libraries – The final report is due in July though funds have not yet been received. The state SAM number needs to be renewed, and a CAGE code obtained.
- No live rodents have been caught in the outside traps, and none have been seen inside. Board agreed the service could be cancelled at the end of the term.
- Yacavone has been doing a good job with landscaping.
- Exterior lights have been converted to LED with the exception of the unit above the side door. Due to the cost of conversion, that was delayed until it becomes unreliable.
- Yearly fire alarm test was completed.
- A quote was received from Tri-County to perform a one-time HVAC preventative maintenance service. After discussion, and on motion of C Dardia, seconded by C Brooks, it was unanimously agreed to move forward.
- The window AC unit in the old building should be replaced. A 15,000 BTU unit (estimated $700 cost is recommended). On motion of R Stewart, seconded by P Streeter, the purchase was unanimously approved.

- Pros and cons of possible locations for the shed were considered. **Board members decided after the meeting was adjourned and the site evaluated, to place it against the wooden fence as originally planned.**

Fundraising – No report.

The board moved into executive session at 7:57 p.m. to discuss the employment history of particular individuals. L Lusk was excused at 8:11 pm.

The board moved out of executive session and the meeting was ajourned at 8:30 p.m.