

Dormann Library Board Meeting  
February 26, 2025

Members present: Emily, Heather, Kim, Kelly, Dan, Lisa, Kathy, Tess, LeighAnn  
(director)

Meeting called to order at 6:02

Pledge of Allegiance

Adoption of Agenda: motion made by Kim, seconded by Heather. Passed 8-0

Approval of December minutes: motion made by Heather, seconded by Dan.  
Passed 8-0

Period for Public/Staff Expression: staff member was here to support the Board

Director's Report: sent previously.

- Patrons expressed concerns about the Book Nook closing.
- Quotes shared regarding outdoor lighting. Includes replacing existing lights (7750.00) and adding lights to building (4900.00). Motion to accept made by Dan, seconded by Lisa. Passed 8-0

Treasurer's Report:

- Motion made by Heather to have the library budget vote separated from the school budget vote. Seconded by Kelly. Passed 8-0
- The Board needs to address the upcoming budget. The finance committee will hold a zoom meeting regarding this.

Building Committee: no report

Personnel Report:

- Discussion regarding staff restructuring. Seems to be going well.
- The recent staff development day was successful. Staff was engaged and seemed to really enjoy the trainings.
- We need to revisit library policies

Lifelong Learning Committee;

- Discussed fundraising opportunities regarding the outdoor space (fencing, etc.)
- Dedication of the new pavilion

Old Business: none

New Business:

- Board packets; read through, any additions?
- Will revisit bi-laws at the March meeting
- Discussion in regards of the PTO for the director compared to the PTO of the staff. Motion made by Dan, seconded by Lisa to make the PTOs of staff and director consistent. Passed 8-0

Public/Staff Expression:

- Staff thanked the Board for supporting the EAP benefits.

Executive Session:

Motion made by Kim, seconded by Heather to enter Executive session, enter at 6:50.

Executive session ended at 7:30. Motion made by Kelly, seconded by Dan.

The next Board meeting will be held on 3/18/2025

Motion made to end meeting at 7:35. Motion made by Lisa, seconded by Dan.

Dormann Library Board of Trustees Meeting  
3/18/2025

Members Present: Lisa, Heather, Kathy, Jonathan, Sam, Emily, Tess, Stacey, Dan, Kim, Kathy W.  
LeighAnn, director

Call to Order: 5:32

Pledge of Allegiance

Adoption of Agenda:

Approval of February minutes: motion made by Dan, seconded by Stacey.  
Unanimously approved.

Period of Public/Staff Expression: N/A

Treasurer's Report: sent previously.

- Because of the restructuring, the board needs to revote on the revised 2025 budget
- Vote to accept 2025 and 2026 budgets, motion made by Lisa, seconded by Dan. Unanimously approved
- We need to get the information regarding the 2027 budget out as soon as possible

Director's Report: report sent previously

- New website almost complete
- Jami has been collaborating with YMCA program director
- Pavilion dedication: inviting the Edith Saxton Fund executors along with the community
- Outdoor space on track, sidewalk and fencing being done this summer

Building Committee report:

- Can't get anyone to take an interest in being hired to solve the gutter overflow issue

Personnel Report:

- Staff/Board meet and greet was a positive event.
- Motion made by Lisa, seconded by Kim to elect Kathy Warren to the Board. Approved unanimously

Motion made by Dan, seconded by Heather, to go into executive session (6:16). Exited executive session at 6:35 (motion made by Jonathan, seconded by Lisa)

Lifelong Learning: no report

- Discussed the work involved in heading up this committee, its overwhelming
- Will break up the fundraising so different board members can take over some of the responsibilities
- Kathy P. will head up the fencing fundraiser along with the book sale
- Board members offered to help with the responsibilities of the fundraisers

Old business: none

New business:

- Approved revised 2025 budget (motion made by Dan, seconded by Jonathan)
- Approved 2026 budget (Motion made by Kim, seconded by Lisa)

Period for Public/Staff Expression: N/A

Next meeting: May 20, 2025 @ 5:30

Meeting concluded at 7:17 (motion made by Lisa, seconded by Heather)

New Business:

Meeting adjourned at 8:40 with Lisa making the motion, Jonathan seconded the motion.

Dormann Board Meeting

5/20/2025

Members Present: Kathy P., Tess, Lisa, Emily, Jonathan, Dan, Kathy W., Kelly

Call to Order: 5:31

Pledge of Allegiance

Adoption of Agenda

Approval of March Minutes: motion made by Kelly, seconded by Kathy W. Approve 8-0

Public/Staff Expression: N/A

Guest: Brian Hildreth from STLS

- Trustee Education Training
- Funding Structure

Director's Report: Sent previously

- Budget vote 6/5/2025, 6-8
- Annual report is done
- Working on strategic plan
- Possible book sale, Sept/Oct.

Treasurer's Report: N/A

- Jami is taking over some of the treasurer's duties
- Will some of the treasurer's duties be outsourced at some point?

Personnel:

- We need to bump up our use of social media

Fundraising:

- Fence fundraiser starting June 2<sup>nd</sup>.

Finance: N/A

Old Business: N/A

New Business:

- Tax Levy for 2027
- Construction Aid: see director's report      Motion to approve made by Dan, seconded by Kelly Approved 6-0
- Strategic Plan: sent earlier      Motion to approve made by Kelly, seconded by Kathy P. Approved 6-0

Staff/Public Expression: N/A

Meeting adjourned at 7:05    Motion made by Kathy W, seconded by Dan    approved 6-0

Next meeting on 6/17/2025

Dormann Board of Trustees Meeting  
September 16, 2025

Members Present: Kathy W., Kelly O., Kathy P., Lisa Z., Tess M., Emily S., LeighAnn R. (director), Jami L. (assistant director)

Call to Order: 5:33

Pledge

Adoption of Agenda

Approval of May Meeting Minutes with Change: motion made by Lisa, seconded by Kelly passed 6 – 0

Period For Public/Staff Expression: N/A

Correspondence: Thank you notes

Director's Report: see report previously sent to trustees

Treasurer's Report: N/A

Committee Reports:

Personnel: N/A

Fundraising: under new business

Finance: N/A

New Business:

\*Fundraising letters: suggested that the donation amount for businesses is changed to include 250.00. The feeling is that we might get more sponsorships if the donation amount includes a lower rate to make it easier on small businesses to participate.

\*Staff PTO: will hold off on making any decisions. Information will be sent to board members prior to the next meeting.

\*Evaluation Based Compensation Structure

\*2027 Budget Proposal and Tax Cap Override: motion made by Kelly, seconded by Lisa, passed 6-0

\*Addition to 2027 Budget: medical insurance offered to workers as individual policies. Staff may add spouse, children at their expense

\*Merit Pay to part time staffers for going above and beyond

\*Retirement Plan for fulltime staffers, 2400.00 as 403B, staff matches.

\*Concerns About Security: can we hire someone to be on site Monday – Friday? Cost at approximately \$47,000.00. Too many issues have been happening, we need security before something really serious happens.

\*Policy Revision (see hardcopy): motion made for changes in by-laws which need to be made public on the web site. Code of Conduct needs to be added for staff. Motion made by Lisa, seconded by Emily, passed 6-0

Period for Public/Staff Expression: N/A

Vote to go into Executive Session at 6:10. Motion made by Lisa, seconded by Kathy W., 6-0. Exited Executive Session at 6:30.

Discussion of future staff position changes, new hires.

Meeting ended at 7:02. Motion made by Lisa, seconded by Kathy W. vote 6-0.

Next meeting at 5:30 on Oct. 21.

## Dormann Library Board Meeting

### December 1, 2025

Members present: Emily, Kelly, Dan, Lisa, Kathy P, Tess, LeighAnn (director), Jami (assistant director)

Meeting called to order at 6:00

Pledge of Allegiance

Adoption of Agenda: motion made by Dan, seconded by Kelly passed 6 - 0

Approval of November minutes: passed 6 - 0

Period for Public/Staff Expression:

- Introduction of potential board members: Jo Slovak, Kerry Stermole and Julia Jordon

Director's Report: sent previously.

Treasurer's Report: N/A

- Discussion in regards to hiring an accountant at 26.00 an hour, working no more than 15 hours a week. Need to create a formal job description. Motion made by Lisa, seconded by Kathy. Passed 6 - 0
- Tammy Davies is a potential candidate. Prior to hiring, she needs to supply the board with one more reference and create a list of the duties she will be responsible for.

Building Committee: N/A

Personnel Report:

- Excited for the hiring of Hali who is filling the position of teen/adult program director.

Fundraising:

- Over 10,000.00 has been raised thus far.

Finance: see new business

Old Business:

- Security update: on site security has been hired
- By-laws revisited: change in board members missing meetings. If member misses two consecutive meetings, they will be removed from board position (at discretion of director and/or assistant director)  
Motion made by Kathy P., seconded by Emily

New Business:

- 2027 budget proposal and vote. Asking for 100% tax increase. We need to catch up on wages, benefits, security, retirement, etc. Motion made by Kelly, seconded by Lisa to propose 100% tax increase 6 - 0
- Staff PTO policy: restructured for equity, see report for changes and additions. PTO is based on what you work weekly. Motion made by Dan, seconded by Emily.
- Full time staff benefits (conditional on budget passing). Family Leave Act: employees working 20 hours or more should be paying into FLA from wages.
- Sick bank additions will be added immediately, PTO changes effective in 2027.
- Policy Updates Sections 400 -700:
  - NYS laws supersede library policy
  - Camera policy regarding security; if police request camera footage, it must go through the director or assistant director. Motion made by Lisa, seconded by Dan 6 - 0
  - Motion made by Lisa, seconded by Kelly to accept the policy updates 6 - 0

Public/Staff Expression: N/A

The next Board meeting will be held on 1/20/2026?

Meeting adjourned at 7:04 Motion made by Kelly, seconded by Dan 6 - 0